



PUBLIC NOTICE
HUACHUCA CITY TOWN COUNCIL
MEETS
THURSDAY, AUGUST 8, 2019, AT 7:00PM
HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,
AZ 85616

AGENDA

A. Call to Order

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum
- Invocation

Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.

B. Call to the Public

Mayor

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

C. Consent Agenda

Mayor

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without the removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1 Consider approval of the minutes of the Council meeting held on July 25, 2019.
- C.2 Consider approval of the minutes of the Executive session held on July 25, 2019.
- C.3 Consider approval of the Payment Approval Report in the amount of \$ 44,300.63
- C.4 Consider approval of payment of \$6620.78 for rental scraper while Town scraper was being repaired.
- C.5 Consider approval of payment of \$5228 for police academy expenses for new police recruit.
- C.6 Consider approval of payment of \$8690.98 for Office 365 G3 software package.
- C.7 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
 - a. 1969 Winnebago RV VIN #6381931556

D. Unfinished Business before the Council

Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

- D.1 Discussion and/or Action [Mayor Wallace]: Council approval of Resolution 2019-25 to approve the installation of four stop signs at the intersection of Mohave and Navajo streets.

E. New Business before the Council

Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

- E.1 Discussion and or/Action [Spencer Forsberg]: Fiscal year 2018-19 Town financial status and year-end close out presentation.
- E.2 Discussion and or/Action [Councilmember Banks]: Council approval of Resolution 2019-26 to adopt an Intergovernmental Agreement (IGA) with the Arizona Department of Transportation [ADOT] to fund installation of an emergency pre-emption signal on Highway 90.
- E.3 Discussion and or/Action [Manager Williams]: Presentation and Council approval of Resolution 2019-27 adopting a plan and policy to fund the Town's Public Safety Personnel Retirement System (PSPRS) unfunded liability.

- E.4 Discussion only [Mayor Wallace]: Reminder of cancellation of the August 22, 2019, Council meeting due to a scheduling conflict with the League of Arizona Cities and Towns conference.
- E.5 Discussion only [Mayor Wallace]: First reading of Ordinance 2019-15, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL" TO ADD PROVISIONS FOR ESTABLISHING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL BOARD IN TOWN CODE AND TO REFERENCE STATE STATUTORY REQUIREMENTS FOR PSPRS LOCAL BOARDS.
- E.6 Discussion only [Director Harvey] Town 4th of July event after action report.
- E.7 Discussion and or/Action [Clerk Collins]: Council approval of Resolution 2019-28 adopting the Arizona State Library's public records retention and destruction schedules for the Town's records.
- E.8 Discussion and/or Action [Mayor Wallace]: First Reading of Ordinance 2019-14, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL," TO CHANGE THE DUTIES OF THE POLICE CHIEF, TOWN MANAGER, TOWN CLERK, FINANCE CLERK AND TOWN COUNCIL; REMOVE PROVISIONS FOR K-9 OFFICERS; HAVE POLICE OFFICERS' AND ANIMAL CONTROL OFFICERS' PAY RATES ESTABLISHED BY THE TOWN MANAGER; AND AUTHORIZE THE TOWN MANAGER TO HIRE POLICE OFFICERS AND ANIMAL CONTROL OFFICERS BASED ON NEED AND BUDGET AVAILABILITY.
- E.9 Discussion and/or Action [Mayor Wallace]: Council approval for the creation of a Review Board or Advisory Commission for the Town Police Department.

- F. Reports of Current Events by Council
 G. Items to be placed on future agendas
 H. Adjournment

Posted at 5:00pm August 6, 2019 at the following locations:

Town Hall Bulletin Board 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Hall Lobby 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Website https://huachucacityaz.gov
Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616

Janine Collins

Town Clerk

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Committee Members, with the exception of material relating to possible executive session, are

available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at www.huachucacityaz.gov

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



**MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
MEETING HELD
THURSDAY, JULY 25, 2019 AT 7:00PM**

AGENDA

A. Call to Order

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum
- Invocation

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The meeting was called to order at: 7:00 pm

The Pledge of Allegiance was led by: Mayor Wallace

The Invocation was offered by: Mr. Thomas

Roll Call

<i>Present:</i>		<i>Absent:</i>	
Johann Wallace - Mayor	Christy Hirshberg – Council Member	Matthew Williams – Town Manager	Walt Welsch – Council Member
Pro Tem - Donna Johnson		Thomas Benavidez – Town Attorney	
Joy Banks – Council Member	Debra Trate – Council Member	Janine Collins- Town Clerk	
Cynthia Butterworth – Council Member			

B. Call to the Public**Mayor**

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

Call to Public: None**C. Consent Agenda****Mayor**

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

C.1 Consider approval of the minutes of the Council meeting held on July 11, 2019.

C.2 Consider approval of the minutes of the Executive session held on July 11, 2019.

C.3 Consider approval of the minutes of the Council Work session on July 11, 2019.

C.4 Consider approval of the Payment Approval Report in the amount of \$227,774.07.

C.5 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:

A. Caterpillar 613 Water-Pull VIN #79V22844

Motion C: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilmember Hirshberg	

Whetstone and Seacom payment is the reason the payment report is so high.

Motion C:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilmember Trate	

D. Unfinished Business before the Council

Mayor

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D.1. Discussion and/or Action [Mayor Wallace]: The Council might vote to go into Executive [closed] session, pursuant to A.R.S. 38-431.03(A) (3) & (4), for legal advice concerning the settlement agreement with Disk till Dawn and acquisition of the property. The Council might adopt amendments to the settlement agreement and might authorize procurement of additional environmental consulting and testing services. Any formal action on this item will be taken in open session.

Motion D.1: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

Go into executive session: Mayor Wallace, Seconded by: Mayor Pro-Tem Johnson at 7:04.

Go back into Public session: Mayor Wallace, Seconded by: Mayor Pro-Tem Johnson at 7:13.

Approval of Amendment

Motion D.1:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilmember Hirshberg	

D.2. Discussion and/or Action [Mayor Wallace]: Amendment of the School Road agreement with Tombstone Unified School District, which was adopted by the Town and then amended by Resolution 2019-13, in an effort to resolve an easement dispute with the District. The amendment might include the Town agreeing to add gravel to the parking area within the easement.

Motion D.2: Open for Discussion only		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

Matthew Williams: Issue we've had for about a year and a half, we were looking to trade water credit for adding the piece of land to the easement. School board would sign easement agreement the town would put gravel down. Questions about how much gravel is needed and what part of the land would need to have gravel on.

Dr. Johnson: Problems with drainage so when it rains the gravel would be washed away and be washed into the road which causes a road hazard. Also concerns about weeding the area with gravel because of the gravel becoming projectiles. There is nothing set as to how thick or how much of the easement needs to have gravel on it. So from one crosswalk to another is what the town is looking at which is 312 feet. Many questions about safety and upkeep. Cost would depend on the thickness of the gravel and the area which would need to be covered.

Mayor Wallace: Many concerns have been brought forth but with no solutions but we need solutions.

E. New Business before the Council

Mayor

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E.1 Discussion and/or Action [Mayor Wallace]: Presentation of August yard of the month winners.

Motion E.1: Open item for discussion and/or action		Action: open
Moved by: Mayor Wallace	Seconded by: Councilmember Hirshberg	

Mayor Wallace: Presentation of Yard of the Month

Stephan and Dolly Krempasky

Ty Boston

Tammy Collins

E.2. Discussion and/or Action [Manager Williams]: Presentation of June 2019 Town Financial Statements.

Motion E.2: Open item for discussion		Action: open
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

Matthew Williams: June 2019 finance report. For the month of June there was a profit of \$4,287.23 but for year to date net loss of \$119,847.93. Did receive the Stone Garden program money of \$27,342.95. Water made a profit for June \$8,374.76 but there still is a loss of \$94,285.02. Sewer made a profit \$7,424.22 but had a loss of \$38,613.45. Garbage had a profit of \$904.40 but had loss of \$22,712.59. The landfill made a monthly profit of \$9,078.84 and a yearly profit of \$47,878.58 and we commend Jim Halterman for all his hard work since he has taken over.

E.5 E.5 was moved to an earlier time for the convenience of the people from the Huachuca City Community Garden. They Mayor had a conflict of interest so he excused himself and Mayor Pro Tem Johnson took over for this action. E.5 and or/Action [Director Harvey]: Council decision to establish a Memorandum of Understanding (MOU) between the Town of Huachuca City and the Community Garden to establish a garden area behind the Town library.

Motion E.5: Open item for discussion and/or action		Action: Open
Moved by: Mayor Pro-Tem Johnson	Seconded by: Councilmember Butterworth	

Mayor Left room at 7:38. Mayor voluntarily recused himself for Item E.5.

Suzanne Harvey: The Town of Huachuca City is a food desert which means Huachuca City residents have limited access to fresh produce. We are looking at the land behind the library to use and plant a garden. Huachuca City Community Garden is already doing what we what to do with land behind Mr. Shed and they have already donated 530lbs of fresh produce to the people of Huachuca City. The Huachuca City Community Garden, Inc (HCCG) is a non-profit corporation whose goals include increasing access to fresh produce in our communities. We already have approval to turn the land behind the library into a garden but lack the expertise and personal to build and maintain it. The HCCG has the recourses to do what we do not and could also get funding for this land that we would not be able to get. This will be beneficial to the town in many ways.

Motion E.5:		Action: Approved
Moved by: Mayor Pro Tem Johnson	Seconded by: Councilmember Hirshberg	

E.3 Discussion and/or Action [Fire Chief Bidon]: Update on Insurance Services Office (ISO) Fire Protection Ratings in and around Huachuca City.

Motion E.3: Open item for discussion		Action: Open
Moved by: Mayor Wallace	Seconded by: Johnson	

Fire Chief Bidon: In 2016 ISO was a 5(good) but then jumped to a 10(bad) after some review. We've been having annual business inspections for the last two years and have a schedule for next year. We've been working hard at the ISO for the town. Knox Boxes for businesses and possibly residents. A Knox-Box is purchased by the property owner and is keyed to a single master key controlled by the fire department. With a Knox Box there is no waiting for a property owner to unlock the door and no forcing the door open to gain entry during an emergency. Constant training for department is a requirement for a good ISO. ISO is an insurance company, they are looking at how to spend the least amount of money for pay outs.

Donna Johnson: When will our insurances go down?

Fire Chief Bidon: That cannot be said it is up to ISO and their timelines. Whetstone Fire is ready for the rating.

E.4 Discussion and/or Action [Director Haiteman]: Consider approval or spending up to \$50,000 from landfill surplus funds to purchase a replacement Caterpillar Water-Pull apparatus. The Council will also consider the possibility of repairing the Town's current apparatus, and may select a vendor to make repairs.

Motion E.4: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilmember Hirshberg	

Matthew Williams: We do not know how much use this engine has gotten, if we fix it something else might go out on the truck due to it being so old. A better solution would be to replace instead of making repairs. The town can sell the old one as is and put that towards a new one.

Elite Sales & Services, Long Block Replacement: \$22,926.01

Empire, rebuild of Engine: \$46,656.96

Dr. Johnson: Recommendation to replace

Motion E.4: To Buy New Water-Pull for up to \$50,000		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilmember Butterworth	

Break Called at 8:19

Back In Session at 8:28

E.6 Discussion and/or Action [Manager Williams]: Update on establishment of Towns savings accounts and account balances.

Motion E.6: Open item for discussion		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

Matthew Williams: Town is establishing 7 new savings accounts. Right now we have U.S. Bank Savings \$863,583 (as of 7/25/19) Non-restricted funds and Bank of Oklahoma \$2,426,185 (as of 7/25/19) Restricted-Landfill trust fund. The Town spent more than it brought in for a decade, in 8 years we spent \$7,290,061 from Savings. The combination of staff position elimination, tax increases, water & sewer rate increases, outsourcing of services and over all better spending habits since January 2018 have paid off. The Town now has a surplus budget for FY 2019-20 with \$17k going back to the HURF account. The Town is no longer deficit spending instead we are saving money and have set up appropriate savings

accounts. Town landfill, water, sewer, garbage are all now paying for themselves. Lowest Balance \$775,000 Fall 2018, Current balance \$863,583, Budgeted to be over \$900,000 by 07/01/20. Our goal is to bring this account back over \$1,000,000 and never dip below \$1,000,000 again.

In Summary

Seven new Town savings accounts effective 07/25/19

\$99,744.00 transferred to Town savings accounts from General Fund 07/25/19

\$25,000.00 to be transferred to Garbage Savings CD, *(once the best rate CD is located)*.

\$81,550.00 in landfill surplus equipment sales deposited into landfill savings from PublicSurplus check.

\$2,472.14 deposited into Holiday Fund savings account.

\$4,690.00 to be deposited into Police Vehicle Savings account *(once check is received)*.

E.7 Discussion and/or Action [Mayor Wallace]: Council decision to reschedule or cancel the August 22, 2019, Council meeting due to a scheduling conflict with the League of Arizona Cities and Towns conference.

Motion E.7: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

Motion E.7: Cancellation of August 22nd Council Meeting		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

E.8 Discussion and/or Action [Manager Williams]: Council approval of expense of \$5,500 to remove silt from landfill groundwater well MW-1 and to have a survey performed of MW-1.

Motion E.8: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Councilmember Banks	

Matthew Williams: Requirement from ADEQ for the landfill expansion plan. This will remove the silt from MW-1 and to survey the top of the casing.

Mayor Wallace: Is this something that should have been done before? Will this come out of the landfill closure account or operating account?

Matthew Williams: Yes this is something that should have been done and it will come out of the operating landfill account.

Motion E.8:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

E.9 Discussion and/or Action [Mayor Wallace]: Council approval of Resolution 2019-25 to approve the installation of two stop signs at the intersection of Mohave and Navajo streets.

Motion E.9: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor Pro-Tem Johnson	

Chief Thies: Recommends making it a four way stop

Matthew Williams: Town has received a request from a resident asking for stop signs to be placed on the corners of Mohave and Navajo.

Donna Johnson: Agrees it should be four stop signs

Thomas Benavidez : Recommends moving this to next month's agenda

Chief Thies: Recommends putting all four stops signs in at once

F. Town Manager's Report: Matthew Williams: Chiricahua Clinic will be here Wednesday, August 7th. Close out reports will be on August 8th meeting. A shout out to Chief Thies for setting up the ALICE training for the town. The Senior Center flooring is complete and paintwork was done, not everything is none but is looking good. Scrapper had a cracked fuel tank and we rented one will it can be properly welded. Water-pull vehicle will be replaced. Employees received a 1% pay raise which started on the 7/14 pay period. Many employees hadn't received a pay raise in over 5 years. PSPRS debt presentation on August 8th meeting. On paper is an explanation on how some employees are divided between departments. Officer Arnett has been promoted to Training Corporal. Back to School Fair on July 31st.

Chief Thies: With Back to School fair will also be the National Night Out

G. Items to be placed on future agendas: E.9. moved to August 8th meeting, and changed to four stop signs.

H. Reports of Current Events by Council: ProTem Johnson: One vacant seat on PSPRS Board

I. Adjournment : 8:55pm

Motion: to Adjourn		Action: Approved
Moved by: Mayor Wallace	Seconded by: Councilmember Hirshberg	

Meeting was adjourned at 8:55pm July 25th, 2019.

Approved by Mayor Wallace on August 8, 2019

Johann Wallace, Mayor

Attest: _____
Janine Collins, Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on July 25, 2019. I further certify that the meeting was duly called and a quorum was present.

Janine Collins, Town Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1022500							
Cigna Healthcare (FACETS Plans	EFT07222019	Employee Health Insurance	07/22/2019	9,787.98	9,787.98	07/23/2019	
Total 1022500:				9,787.98	9,787.98		
1022520							
AFLAC	735573	Payroll Deduction	07/26/2019	293.32	293.32	07/25/2019	
Total 1022520:				293.32	293.32		
1022700							
LegalShield	0104832/07202	employee benefit	07/20/2019	15.95	15.95	07/25/2019	
Total 1022700:				15.95	15.95		
1043440							
Purchase Power	1630/07172019	Postage	07/17/2019	378.38	378.38	07/30/2019	
Total 1043440:				378.38	378.38		
1043480							
Clark Information Systems	126874	Internet Service	07/26/2019	89.95	89.95	07/26/2019	
Total 1043480:				89.95	89.95		
1043500							
Ace Hardware	168148/1	Building Number Housing & Trash	08/01/2019	29.25	.00		
Total 1043500:				29.25	.00		
1043650							
Haymore & Forsberg CPA	2850	Accounting Services	07/30/2019	1,625.00	.00		
Total 1043650:				1,625.00	.00		
1051470							
Gardner's Garage	03P1094	Vehicle Maint	07/24/2019	89.63	89.63	07/25/2019	
Total 1051470:				89.63	89.63		
1051505							
Barnett's Towing L.L.C.	427515	Vehicle Impound Tow Fee	07/23/2019	80.00	.00		
Macs Towing	4891	Vehicle Impound Tow Fee	08/11/2019	85.00	85.00	07/24/2019	
Total 1051505:				165.00	85.00		
1052860							
Animal Control Training Services	2019-0320	Reg Basic ACO Training	07/24/2019	1,100.00	1,100.00	07/25/2019	
Total 1052860:				1,100.00	1,100.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1054380							
SW Building Inspection Service	9534	Contract Services	07/31/2019	4,400.00	.00		
Total 1054380:				4,400.00	.00		
1057110							
Cintas Corporation No. 445	4026558582	Uniform and Rentals/Public Works	07/24/2019	24.95	24.95	07/28/2019	
Total 1057110:				24.95	24.95		
1057475							
Senegy Petroleum LLC	557680	Diesel #2	07/24/2019	243.17	243.17	07/28/2019	
Total 1057475:				243.17	243.17		
1060480							
Curtis Berry	64534853	Refund Community Center Use F	07/24/2019	50.00	50.00	07/30/2019	
Total 1060480:				50.00	50.00		
1062481							
Clark Information Systems	126673	Internet Service	07/28/2019	94.95	94.95	07/28/2019	
Total 1062481:				94.95	94.95		
1062705							
Copygraphix	25221387	Copy Machine Lease/Library	07/23/2019	322.14	322.14	08/01/2019	
Total 1062705:				322.14	322.14		
1069802							
Suzanne Harvey	916504	Balloon Art for Back to School	07/31/2019	50.00	50.00	08/01/2019	
Total 1069802:				50.00	50.00		
5113110							
River Home Services	2101328/07302	Water Deposit Refund	07/30/2019	16.11	.00		
Total 5113110:				16.11	.00		
5140110							
Cintas Corporation No. 445	4026558582	Uniform and Rentals/Water	07/24/2019	24.94	24.94	07/28/2019	
Total 5140110:				24.94	24.94		
5140370							
AZ Dept of Revenue	EFT07312019	Sales Tax	07/31/2019	2,587.74	2,587.74	07/31/2019	
Total 5140370:				2,587.74	2,587.74		
5140440							
Purchase Power	1630/07172019	Postage	07/17/2019	378.37	378.37	07/30/2019	
Total 5140440:				378.37	378.37		
5140460							
Ace Hardware	165938/1	Muriatic Acid & Water Spicket	07/24/2019	89.58	89.58	07/25/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Dana Kepner Company, Inc	8163155-00	Water Meters	07/26/2019	1,347.84	.00		
Total 5140460:				1,437.42	69.58		
5140470							
D&M Tire & Wheel	37670	Repair Tires	07/26/2019	28.00	.00		
Total 5140470:				28.00	.00		
5140475							
Senergy Petroleum LLC	557680	Diesel #2	07/24/2019	243.17	243.17	07/26/2019	
Total 5140475:				243.17	243.17		
5140510							
Turner Laboratories, Inc	19G0403	Drinking Water Test	07/23/2019	80.00	.00		
Total 5140510:				80.00	.00		
5140610							
Westway Power EQ	POS4162	String,Oil, Bump Head	07/31/2019	80.21	.00		
Total 5140610:				80.21	.00		
5140650							
Haymore & Forsberg CPA	2850	Accounting Services	07/30/2019	406.25	.00		
Total 5140650:				406.25	.00		
5221350							
River Home Services	2101328/07302	Sewer Deposit Refund	07/30/2019	25.00	.00		
Total 5221350:				25.00	.00		
5240110							
Cintas Corporation No. 445	4026558582	Uniform and Rentals/Sewer	07/24/2019	24.95	24.95	07/26/2019	
Total 5240110:				24.95	24.95		
5240380							
Valenzuela, Jr. Carlos S.	195643	Contract Labor	08/02/2019	400.00	.00		
Total 5240380:				400.00	.00		
5240440							
Purchase Power	1630/07172019	Postage	07/17/2019	378.38	378.38	07/30/2019	
Total 5240440:				378.38	378.38		
5240470							
Merle's Automotive Supply	16-296351	Repair Truck & Trailer Light	07/26/2019	25.91	.00		
Total 5240470:				25.91	.00		
5240475							
Senergy Petroleum LLC	557680	Diesel #2	07/24/2019	243.16	243.16	07/26/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5240475:				243.16	243.16		
5240650							
Haymore & Forsberg CPA	2850	Accounting Services	07/30/2019	408.25	.00		
Total 5240650:				408.25	.00		
5240702							
Turner Laboratories, Inc	19G0326	Monthly WasteWater Test	07/22/2019	97.50	.00		
Total 5240702:				97.50	.00		
5540110							
Cintas Corporation No. 445	4026558582	Uniform and Rentals/Landfill	07/24/2019	71.04	71.04	07/28/2019	
Total 5540110:				71.04	71.04		
5540360							
AZ Department of Corrections	D08026201903	Inmate Labor	03/18/2019	4.00	4.00	07/30/2019	
McCoy's Septic Pumping Service	4215	Clean Landfill Septic Tank	07/25/2019	190.00	.00		
Total 5540360:				194.00	4.00		
5540440							
Purchase Power	1630/07172019	Postage	07/17/2019	378.37	378.37	07/30/2019	
Total 5540440:				378.37	378.37		
5540460							
Gagnons Sand and Gravel	2142	AB Dirt	07/23/2019	1,593.13	.00		
Gagnons Sand and Gravel	2146	3/4" Gravel	07/26/2019	1,062.09	.00		
Sparkletts	117434480718	Water	07/18/2019	148.70	.00		
Wist Office Products	1904545	Linens, Glasses, Gloves, Pen, Jou	07/15/2019	289.01	.00		
Wist Office Products	1904895	Linens, Glasses, Gloves, Pen, Jou	07/16/2019	45.73	.00		
Wist Office Products	1907211	Linens, Glasses, Gloves, Pen, Jou	07/22/2019	16.24	.00		
Napa Auto Parts	631609	Battery	07/22/2019	959.31	959.31	07/25/2019	
Napa Auto Parts	631941	Battery	07/24/2019	34.10	34.10	07/25/2019	
Total 5540460:				4,147.31	993.41		
5540470							
Merle's Automotive Supply	16-297234	HC27 Water Truck Batteries	08/01/2019	298.20	.00		
Total 5540470:				298.20	.00		
5540475							
Senergy Petroleum LLC	557680	Red Dyed Diesel #2	07/24/2019	1,027.68	1,027.68	07/26/2019	
Senergy Petroleum LLC	559825	Red Dyed Diesel #2	07/31/2019	1,326.96	.00		
Total 5540475:				2,356.63	1,027.68		
5540610							
Empire Southwest, LLC	EMPS4706322	Repair 613C Scraper	07/23/2019	779.49	.00		
Empire Southwest, LLC	EMRA0021740	Rental 613 Scraper	07/24/2019	6,620.76	.00		
Empire Southwest, LLC	EMWK284152	Repair 613C Scraper	07/29/2019	1,465.44	.00		
Southern Tire Mart	6020000926	Repair Tire 613C Scraper	07/29/2019	452.41	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5540810:				9,318.12	.00		
5540850							
Haymore & Forsberg CPA	2850	Accounting Services	07/30/2019	812.50	.00		
Total 5540850:				812.50	.00		
5540855							
Terracon Consultants, Inc	TC29102	2nd Qtr Monitoring	07/12/2019	1,081.45	1,081.45	07/25/2019	
Total 5540855:				1,081.45	1,081.45		
Grand Totals:				44,300.63	20,161.64		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



7600 S NOGALES HWY, TUCSON, AZ 85756
TUCSON Ph: 520-746-8270 Fax:

Rental Invoice

Invoice EMRA00217400

Invoice Amount: \$6,620.78
Invoice Date: 07/24/2019
Date Out: 07/01/2019 Mon 06:00 AM
Date In: 07/17/2019 Wed 03:56 PM

Bill to: Customer: 0054171
TOWN OF HUACHUCA CITY
500 NORTH GONZALES BLVD
HUACHUCA CITY AZ 85616-9610

Jobsite: HUACHUCA LANDFILL
Contact: JIM HALTERMAN
Phone: 520-249-5241
TOWN OF HUACHUCA CITY
600 N. SKYLINE DR
MATTHEW WILLIAMS
520-456-1354
HUACHUCA CITY AZ 85616
Written By: Dustin Watson
Sales Rep: DUSTIN WATSON
PO #: LANDFILL

Signed By:
Order By: JIM HALTERMAN

QTY	DESCRIPTION	DAY	WEEK	4WEEK	TOTALS
-----	-------------	-----	------	-------	--------

Rental Items

***PLEASE REQUEST A CONFIRMATION NUMBER WHEN
STOPPING THE RENTAL ON THIS MACHINE.***

1.	ID NO: E133012 SERIAL NO: 08LJ03010	\$700	\$1,930	\$5,280	5,280.00
	613 SCRAPER (11 YARD) SELF-LOAD - 613C				

BILLED 3 WEEKS / 1 DAY AT LOWER MONTHLY RATE OF
\$5,280.00

Rental Subtotal: 5,280.00

Miscellaneous Items

1	RENTAL SURCHARGE				110.88
1	TUCSON DELIVERY				350.00
1	TUCSON PICK UP				350.00
	STATE 6.1% COUNTY 2.6%				529.90

Please Remit Payment To:
PO Box 29879
Phoenix, AZ 85038-9879

Invoice Total 6,620.78

EMPIRE SOUTHWEST, LLC

Terms: Machine sales payments are due Net 10; all others Net 30. Unless otherwise agreed in writing by a vice president of Empire Southwest, LLC ("Empire"), the purchase of goods (including, but not limited to, new and used equipment, attachments, parts and technology) or services from Empire will be governed solely by Empire's terms and conditions of sales and service (the "Sales and Service Terms"), which are available at www.empire-cat.com/salesandserviceterms, and the rental of equipment from Empire will be governed solely by Empire's Rental Terms and Conditions (the "Rental Terms"), which are available at www.empire-cat.com/rentalterms, or such other successor websites at which Empire posts its Sales and Service Terms and its Rental Terms (collectively, the "Terms") from time to time. A hard copy of the terms is available upon written request to terms.conditions@empire-cat.com. Empire's terms are hereby incorporated by reference into this document and all other documents related to your purchase of goods or services from Empire or the rental of equipment from Empire. By purchasing goods or services from Empire or renting equipment from Empire, you agree to be bound by Empire's Terms exactly as written.

CARB REGULATIONS When operated in California, any on-road heavy-duty diesel vehicle, alternative-diesel vehicle, off-road diesel vehicle, or portable diesel engine may be subject to the California Air Resources Board's Regulation to Reduce Particulate Matter and Criteria Pollutant Emissions from In-Use Heavy-Duty Diesel Vehicles, In-Use Off-Road Diesel Vehicle Regulation, or Airborne Toxic Control Measure For Diesel Particulate Matter From Portable Engines Rated At 60 Horsepower And Greater. It therefore could be subject to retrofit, exhaust retrofit, or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at <https://www.arb.ca.gov/dieseltruck>, <https://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>, or <https://www.arb.ca.gov/portable/portable.htm>.

Rev. 12/01/2018

Printed on Wednesday, July 24, 2019 12:54:44 PM by FROM RELEASE

Invoice No. EMRA00217400 B3866401 Page 1 of 1

Joseph Glowacki

From: brookse@cochise.edu on behalf of Academy, Police <policeacademy@cochise.edu>
Sent: Thursday, August 1, 2019 11:46 AM
To: Joseph Glowacki
Cc: Jim Thies
Subject: Re: SEALETA 19-2

Lt Glowacki, we should be sending out an invoice this week for the full amount, payable within 30 days. The fees include \$3250 tuition, \$1828 meal plan (that includes housing), and \$150 housing deposit for a total of \$5228. \$130 of the housing deposit is refundable at the end of the academy. Please let me know if you have additional questions. Eric

On Fri, Jul 26, 2019 at 12:13 PM Joseph Glowacki <jglowacki@huachucacityaz.gov> wrote:

I have a couple questions about billing for SEALETA 19-2.

How is Cochise College going to bill the Huachuca City Police Department? (monthly, full amount, at start or end of academy, etc.)

Lieutenant Joseph Glowacki

jglowacki@huachucacityaz.gov

Huachuca City Police Department (HCPD)

500 N. Gonzales Blvd.

Huachuca City AZ 85616

Department Admin: 520-456-3034

Department Fax: 520-456-9208

CONFIDENTIALITY NOTICE: This e-mail message, including any attachments, is for the sole use of the intended recipient and may contain information that is privileged, and/or confidential and protected from disclosure under applicable law. If the reader of this

Town of Huachuca City
500 N. Gonzales Blvd.
Huachuca City, AZ 85616
Phone: (520) 456-1354
Fax: (520) 456-2230

Requisition/Purchase Order
(Submit completed form to Town Manager for approval)

=====

Vendor Name: CDW-G / Microsoft
Address: 75 Remittance Drive, Suite 1515
Chicago, IL 60675-1515
Phone: 800-808-4239

Department: IT
Account Number: 10-48-210
Requisitioner: Wallace, Johann
Date: August 06, 2019
PO #: _____

QTY	UNIT	DESCRIPTION	UNIT PRICE (Monthly, USD)	Duration (Months)	TOTAL
1	35	Office 365 Government G3, Includes Email, Office Applications (Word, Excel, PowerPoint, Publisher, Access, Outlook), SharePoint, Skype, Teams). MSFT Part # AAA-11894	\$17.55	12	\$7,371.00
1	35	CoreCAL Bridge O365 - MSFT Part # AAA-12414	\$1.61	12	\$676.20
SUBTOTAL					\$8,047.20
SALES TAX					\$ 643.78
SHIPPING & HANDLING					\$ 0.00
OTHER					\$ 0.00
TOTAL				12	\$8,690.98 (\$724.25 /mo)

Supervisor

Date

Town Manager

Date



CDW Government Microsoft Enterprise Agreement Quote

Organization	HUACHUCA CITY TOWN HALL
Contact Name	Mr. Johann B. Wallace
Enrollment	NEW
Quote Name	0365 G3
Quote Date	5.9.19
Version	2
CDW Account Manager	Mika

Year 1						
Online Services	Product Description	Microsoft Part Number	CDW Part Number	Net Unit Price (Monthly, USD)	Duration (Months)	Extended Amount (USD)
	0365GCE3 Shrdswr ALING Subsvl MVL PerUsr	AAA-11894	3753337	\$ 17.55	12	\$ 7,371.00
	CoreCALBldgC0365 ALING Subsvl MVL PerUsr	AAA-12414	3931585	\$ 1.61	12	\$ 676.20
Online Services Total:					35	\$ 8,047.20
Year 1 Total:						\$ 8,047.20

Year 2						
Online Services	Product Description	Microsoft Part Number	CDW Part Number	Net Unit Price (Monthly, USD)	Duration (Months)	Extended Amount (USD)
	0365GCE3 Shrdswr ALING Subsvl MVL PerUsr	AAA-11894	3753337	\$ 17.55	12	\$ 7,371.00
	CoreCALBldgC0365 ALING Subsvl MVL PerUsr	AAA-12414	3931585	\$ 1.61	12	\$ 676.20
Online Services Total:					35	\$ 8,047.20
Year 2 Total:						\$ 8,047.20

Year 3						
Online Services	Product Description	Microsoft Part Number	CDW Part Number	Net Unit Price (Monthly, USD)	Duration (Months)	Extended Amount (USD)
	0365GCE3 Shrdswr ALING Subsvl MVL PerUsr	AAA-11894	3753337	\$ 17.55	12	\$ 7,371.00
	CoreCALBldgC0365 ALING Subsvl MVL PerUsr	AAA-12414	3931585	\$ 1.61	12	\$ 676.20
Online Services Total:					35	\$ 8,047.20
Year 3 Total:						\$ 8,047.20

Summary						
Grand Total:						\$ 24,141.60

Arizona NVP Software Contract: ADS017-148774



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-25

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AUTHORIZING THE INSTALLATION OF FOUR STOP SIGNS AT THE INTERSECTION OF MOHAVE AND NAVAJO STREETS.

WHEREAS, pursuant to Town Code Section 10.10.100 the Town Council may “designate through streets, intersections where stops are required, and intersections where vehicles shall yield the right-of-way; and

WHEREAS, Town staff has recommended installation of four stop signs at the intersection of Mohave and Navajo Streets; and

WHEREAS, the Council, having considered the recommendation of Town staff, finds that it would be in the interest of public safety to install the stop signs.

NOW, THEREFORE, BE IT RESOLVED by the Huachuca City Town Council that the Town shall install four stop signs at the intersection of Mohave and Navajo Streets.

BE IT FURTHER RESOLVED that Town staff is directed to take all steps and spend all funds, necessary and proper, to carry out the purpose of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the TOWN OF HUACHUCA CITY this 8th day of August, 2019.

Johann Wallace, Mayor

ATTEST:

APPROVED AS TO FORM:

Janine Collins, Town Clerk

Thomas Benavidez, Town Attorney

TOWN OF HUACHUCA CITY
CASH ACCOUNTS
June-19

100% OF THE FISCAL YEAR HAS ELAPSED
CASH ACCOUNTS

General Fund	01-11110	WELLS - COMB CHK #3746 - GENERAL FUND	30-Jan-19	31-May-19	30-Apr-19	31-Mar-19	28-Feb-19	31-Mar-19	31-Dec-18
General Fund	01-11112	XPRESS DEPOSIT ACCOUNT	\$ 179,277.75	\$ (41,984.75)	\$ (36,175.69)	\$ (169,059.07)	\$ (65,487.80)	\$ (54,294.94)	\$ (38,764.12)
General Fund	01-11117	WF - INVESTMENT #5456 - OPERATING ACCOUNT	\$ 11,851.13	\$ 4,048.98	\$ 3,657.71	\$ 7,270.65	\$ 6,341.86	\$ 5,481.46	\$ 5,259.37
General Fund	01-11510	WF - INVESTMENT #7195 - BROKERAGE ACCOUNT	\$ 403,684.78	\$ 301,789.14	\$ 249,961.89	\$ 411,575.87	\$ 337,543.49	\$ 273,764.83	\$ 406,805.18
General Fund	01-11515	US BANK SAVINGS (Includes Un-Earned Income)	\$ 67,142.40	\$ 67,142.40	\$ 67,142.40	\$ 67,142.40	\$ 65,246.00	\$ 65,246.40	\$ 65,246.40
General Fund	01-11520	WF - SAVINGS #5965 - BUSINESS MARKET ACCT	\$ 868,593.00	\$ 868,597.22	\$ 828,355.61	\$ 828,355.61	\$ 828,355.61	\$ 820,842.04	\$ 816,992.07
Pension Pension	22-11110	WF - FIREMEN'S PENSION #4941	\$ 23,822.58	\$ 23,162.99	\$ 23,156.10	\$ 21,858.97	\$ 22,489.88	\$ 21,827.19	\$ 21,827.19
Trust Fund	55-11121	BOK - LANDFILL CLOSURE X29019	\$ 14,020.90	\$ 14,020.55	\$ 14,020.20	\$ 14,019.85	\$ 14,019.49	\$ 15,215.06	\$ 15,215.06
			\$ 2,426,185.00	\$ 2,426,185.00	\$ 2,419,929.54	\$ 2,419,929.54	\$ 2,419,929.54	\$ 2,419,929.54	\$ 2,419,929.54

TOTAL CASH ACCOUNTS

TOWN OF HUACHUCA CITY
CASH ACCOUNTS

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-100 AUTO LIEU TAX	8,224.72	90,722.72	98,062.00	7,339.28	92.5
10-31-200 REAL PROPERTY TAXES	8,915.80	98,093.92	83,000.00	(15,093.92)	118.2
10-31-240 FRANCHISE TAXES	450.94	17,319.56	14,156.00	(3,163.56)	122.4
10-31-260 CITY SALES TAXES	20,900.11	207,604.28	195,688.00	(12,138.28)	106.2
10-31-262 USE TAX PURCHASES	.00	.00	50,000.00	50,000.00	.0
10-31-254 USE TAX INVENTORY	.00	.00	25,000.00	25,000.00	.0
10-31-290 STATE SALES TAXES	15,866.30	173,895.77	172,379.00	(1,516.77)	100.9
TOTAL TAXES	54,357.87	587,636.25	638,263.00	50,326.75	92.1
<u>LICENSES AND PERMITS</u>					
10-32-100 BUILDING PERMITS	785.40	23,918.14	12,000.00	(11,918.14)	199.3
10-32-110 BUSINESS LICENSES	.00	8,889.00	18,000.00	7,131.00	55.4
10-32-120 P&Z FEES	1,100.00	2,041.00	175.00	(1,866.00)	1168.3
TOTAL LICENSES AND PERMITS	1,885.40	34,828.14	28,175.00	(6,653.14)	123.6
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-100 STATE REVENUE SHARING	17,448.62	209,381.98	217,000.00	7,618.02	96.5
TOTAL INTERGOVERNMENTAL REVENUE	17,448.62	209,381.98	217,000.00	7,618.02	96.5
<u>CHARGES FOR SERVICE</u>					
10-34-100 ZONING FEES	.00	.00	500.00	500.00	.0
10-34-131 POLICE PROTECTION EQUIPMENT	5.27	125.02	250.00	124.98	50.0
10-34-132 POST TRAINING REIMBURSEMENTS	.00	.00	500.00	500.00	.0
10-34-140 AUCTION PROCEEDS	.00	121,059.72	10,000.00	(111,059.72)	1210.6
10-34-150 ANIMAL SHELTER REIMBURSEMENT	.00	.00	250.00	250.00	.0
10-34-160 KENNEL FEES	.00	10,493.00	16,000.00	5,507.00	65.6
10-34-630 CITY BUS FEES/DONATIONS	.00	.00	5,000.00	5,000.00	.0
10-34-623 BUS TICKET SALES SIERA VISTA	.00	.00	1,000.00	1,000.00	.0
TOTAL CHARGES FOR SERVICE	5.27	131,677.74	33,500.00	(98,177.74)	393.1
<u>FINES</u>					
10-35-100 POLICE FINES	10,885.15	107,240.28	160,000.00	42,759.72	71.5
10-35-110 IMPOUND FEES	.00	1,770.00	5,600.00	3,730.00	32.2
10-35-112 TOWING FEES	.00	1,364.50	3,160.00	1,795.50	43.0
10-35-120 LIBRARY FEES & FINES	185.00	3,368.97	5,000.00	1,631.03	67.4
TOTAL FINES	11,080.15	113,733.75	163,650.00	49,916.25	68.5

TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
MISCELLANEOUS REVENUE					
10-38-100 INTEREST	7,275.88	37,919.13	6,000.00	(31,919.13)	632.0
10-38-200 UNREALIZED GAIN	2,810.47	37,819.90	2,000.00	(35,819.90)	1891.0
10-38-455 DONATIONS	.00	300.00	1,400.00	1,100.00	21.4
10-38-500 PARKS & REC REVENUE & FEES	133.00	1,075.25	1,000.00	(75.25)	107.5
10-38-515 YOUTH SPONSERSHIP REVENUE	.00	.00	100.00	100.00	.0
10-38-900 MISCELLANEOUS	716.35	25,578.74	.00	(25,578.74)	.0
10-38-902 WORKERS' COMP REIMBURSEMENTS	.00	.00	100.00	100.00	.0
10-38-903 DIESEL SALES (FIRE, SCHOOL)	1,274.25	15,707.77	22,000.00	6,292.23	71.4
10-38-904 WILDLAND REVENUE	.00	.00	10,000.00	10,000.00	.0
10-38-907 INSURANCE CLAIMS	.00	.00	100.00	100.00	.0
10-38-910 LANDFILL LAND LEASE	47,800.00	571,200.00	571,193.00	(7.00)	100.0
10-38-915 COUNTY ANIMAL SHELTER REVENUE	.00	32,250.00	50,000.00	17,750.00	64.5
10-38-922 EMPLOYEE INSUR CONTRIBUTION	1,300.58	21,645.62	9,750.00	(11,895.62)	222.0
10-38-950 RICO REVENUE(ASSET FORFEITURE)	.00	.00	8,400.00	8,400.00	.0
10-38-965 ROLL-OFF TRUCK (SURPLUS SALES)	.00	.00	50,000.00	50,000.00	.0
10-38-970 WF SAVINGS TRANSFER IN	.00	.00	158,879.00	158,879.00	.0
10-38-999 DAILY CASH REC OVER/SHORT ACCT	.00	2.50	10.00	7.50	25.0
TOTAL MISCELLANEOUS REVENUE	61,110.29	743,498.91	890,932.00	147,433.09	83.5
TOWN GRANTS					
10-37-165 DONATIONS - ANIMAL SHELTER	.00	448.38	5,000.00	4,551.64	9.0
10-37-168 ANIMAL SHELTER GRANTS	.00	.00	65,000.00	65,000.00	.0
10-37-458 DONATIONS - LIBRARY	.00	2,018.00	2,000.00	(18.00)	100.9
10-37-457 LIBRARY GRANT	.00	40,584.89	100,000.00	59,415.31	40.6
10-37-459 SENIOR CENTER GRANT	.00	.00	25,000.00	25,000.00	.0
10-37-460 SUMMER SPLASH	3,142.75	5,012.75	5,000.00	(12.75)	100.3
10-37-467 POLICE DONATIONS	.00	.00	10,000.00	10,000.00	.0
10-37-906 GRANTS - POLICE AZDOHS	.00	.00	120,428.00	120,428.00	.0
10-37-908 GRANTS - IT	.00	.00	15,000.00	15,000.00	.0
10-37-909 BUILDING REGULATION GRANT	.00	.00	25,000.00	25,000.00	.0
10-37-911 GRANTS - POLICE AZGOHS	.00	.00	99,000.00	99,000.00	.0
10-37-919 CITY BUS GRANT	.00	.00	75,000.00	75,000.00	.0
10-37-920 GENERAL ADMIN GRANT	.00	.00	75,000.00	75,000.00	.0
10-37-921 POLICE GRANT	.00	.00	100,000.00	100,000.00	.0
10-37-983 E-RATE	.00	.00	175,000.00	175,000.00	.0
10-37-984 CONTINGENCY FUND	.00	.00	200,000.00	200,000.00	.0
TOTAL TOWN GRANTS	3,142.75	48,063.80	1,086,428.00	1,048,362.20	4.4
TOTAL FUND REVENUE	149,030.35	1,869,120.57	3,087,948.00	1,198,825.43	60.9

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
COUNCIL					
10-42-100 PERSONNEL SERVICES	900.00	10,830.00	11,340.00	510.00	95.5
10-42-110 PROFESSIONAL SERVICES	1,100.00	14,911.12	8,021.00	(8,890.12)	247.7
10-42-130 EMPLOYEE BENEFITS	74.00	881.53	930.00	38.47	95.9
10-42-220 ATTORNEY FEES	2,992.50	22,847.96	55,772.00	32,924.04	41.0
10-42-250 ADVERTISING	.00	1,397.15	100.00	(1,297.15)	1397.2
10-42-290 OFFICE SUPPLIES	.00	223.27	800.00	576.73	27.9
10-42-530 COMMUNITY RELATIONS	.00	184.54	700.00	515.46	28.4
10-42-640 MEMBERSHIP LEAGUE	84.00	480.80	5,720.00	5,239.10	8.4
10-42-680 TRAVEL AND TRAINING	1,475.00	2,777.62	2,000.00	(777.62)	138.9
TOTAL COUNCIL	6,805.50	64,544.09	83,383.00	28,838.91	85.4
GENERAL ADMINISTRATION					
10-43-100 PERSONNEL SERVICES	8,076.94	69,508.34	70,000.00	491.66	99.3
10-43-102 NEW HIRE	.00	.00	150.00	150.00	.0
10-43-105 OVERTIME	.00	.00	100.00	100.00	.0
10-43-122 MISCELLANEOUS	.00	405.61	.00	(405.61)	.0
10-43-130 EMPLOYEE BENEFITS	1,889.41	15,877.56	29,105.00	12,227.44	58.0
10-43-220 ATTORNEY FEES	885.00	5,435.44	10,000.00	4,564.56	54.4
10-43-250 ADVERTISING	4,527.21	8,380.74	7,500.00	(880.74)	111.7
10-43-271 TELEPHONE	639.51	7,844.32	10,500.00	2,655.68	74.7
10-43-280 INSURANCE	30.90	10,058.83	12,100.00	2,041.37	83.1
10-43-290 OFFICE SUPPLIES	32.79	4,031.10	3,000.00	(1,031.10)	134.4
10-43-300 PRINTING	.00	380.51	1,000.00	639.49	38.1
10-43-340 UTILITIES	477.09	6,735.69	19,700.00	12,964.31	34.2
10-43-380 CONTRACT LABOR	32.75	4,858.48	.00	(4,858.48)	.0
10-43-440 POSTAGE	10.80	3,391.58	3,500.00	108.42	96.9
10-43-470 VEHICLE EXPENSE	.00	581.01	500.00	(81.01)	116.2
10-43-475 FUEL EXPENSE	127.34	735.47	800.00	(135.47)	122.6
10-43-480 COMPUTER EXPENSE	1,200.95	11,798.31	11,400.00	(398.31)	103.5
10-43-500 BUILDING MAINTENANCE	44.00	4,052.89	12,300.00	8,247.11	33.0
10-43-610 EQUIPMENT MAINTENANCE	.00	535.27	200.00	(335.27)	267.6
10-43-640 MEMBERSHIP	.00	7,045.10	975.00	(6,070.10)	722.6
10-43-680 AUDIT	812.50	17,082.50	14,821.00	(2,441.50)	118.7
10-43-690 TRAVEL AND TRAINING	295.00	3,278.29	4,850.00	1,571.71	67.6
10-43-690 ELECTION SUPPLIES	.00	2,395.00	8,000.00	5,605.00	29.9
10-43-691 ROLL-OFF TRUCK EXP	.00	.00	50,000.00	50,000.00	.0
10-43-703 CODIFYING/DIGITIZING	.00	2,934.50	3,500.00	565.50	83.8
10-43-705 CAPITAL LEASE EXPENSE	731.83	6,997.88	5,000.00	(1,997.88)	140.0
10-43-840 CAPITAL OUTLAY - EQUIPMENT	.00	.00	3,700.00	3,700.00	.0
TOTAL GENERAL ADMINISTRATION	19,613.82	195,304.22	282,301.00	86,996.78	69.2

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE</u>					
10-45-100 PERSONNEL SERVICES	4,850.00	43,841.20	43,136.00	(705.20)	101.6
10-45-105 OVERTIME	420.00	2,877.50	100.00	(2,577.50)	2877.5
10-45-120 PROSECUTION FEES	.00	1,298.00	.00	(1,298.00)	.0
10-45-130 EMPLOYEE BENEFITS	1,381.80	14,580.18	17,881.00	3,300.82	81.5
10-45-221 COURT APPT ATTORNEYS	3,810.00	13,440.00	.00	(13,440.00)	.0
10-45-250 CONTRACT LABOR-PRO TEM	115.00	685.00	1,500.00	815.00	45.7
10-45-290 OFFICE SUPPLIES	.00	207.01	450.00	242.99	48.0
10-45-380 CONTRACT LABOR-JUDGE	800.00	8,400.00	14,400.00	6,000.00	58.3
10-45-381 CONTRACT LABOR - SECURITY	204.00	1,872.00	2,800.00	728.00	72.0
10-45-480 COMPUTER EXPENSE	.00	2,250.00	2,500.00	250.00	90.0
10-45-660 TRAVEL/TRAINING	.00	485.84	500.00	14.16	97.2
10-45-810 JAIL FEES	1,888.24	14,548.87	6,000.00	(8,548.87)	242.5
TOTAL MAGISTRATE	13,247.14	104,285.60	89,067.00	(15,218.60)	117.1
<u>IT</u>					
10-48-101 CONTRACT LABOR	1,901.20	8,575.10	41,000.00	32,424.90	20.9
10-48-130 EMPLOYEE BENEFITS	.00	45.00	.00	(45.00)	.0
10-48-210 SUBSCRIPTIONS	311.04	2,077.58	8,890.00	6,812.42	23.4
10-48-275 CELL PHONE	1,688.64	20,117.55	.00	(20,117.55)	.0
10-48-804 SOFTWARE LICENSING	.00	.00	2,500.00	2,500.00	.0
10-48-840 CAPITAL OUTLAY	.00	7,459.89	8,250.00	790.41	90.4
TOTAL IT	3,881.88	38,274.82	60,640.00	22,985.18	63.1

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
POLICE					
10-51-100 PERSONNEL SERVICES	32,016.51	317,675.77	313,680.00	(3,995.77)	101.3
10-51-102 NEW HIRE	280.00	282.10	.00	(282.10)	.0
10-51-105 OVERTIME	771.39	16,684.95	10,000.00	(6,684.95)	168.9
10-51-110 UNIFORM EXPENSE	250.00	3,000.00	3,600.00	600.00	83.3
10-51-130 EMPLOYEE BENEFITS	15,009.32	152,167.21	234,774.00	82,606.79	64.6
10-51-221 PSRS BOARD ATTORNEY	.00	.00	100.00	100.00	.0
10-51-222 SEACOM/CCSO CONTRACT	.00	44,670.22	50,000.00	5,329.78	89.3
10-51-230 PROFESSIONAL SERVICES	.00	6,803.77	6,021.00	(782.77)	113.0
10-51-271 TELEPHONE	254.59	5,107.64	5,200.00	92.36	98.2
10-51-290 OFFICE SUPPLIES	.00	1,469.65	1,000.00	(469.65)	147.0
10-51-295 PRINTING EXPENSE	.00	1,233.66	1,800.00	266.34	82.2
10-51-340 UTILITIES	417.95	5,977.04	.00	(5,977.04)	.0
10-51-360 CONTRACT LABOR	32.76	2,988.65	.00	(2,988.65)	.0
10-51-365 SHREDDING SERVICES	99.27	1,140.04	900.00	(240.04)	129.7
10-51-460 MAINTENANCE AND SUPPLIES	71.50	17,902.00	3,500.00	(14,402.00)	511.5
10-51-466 WEAPONS AND AMMUNITION	.00	155.45	2,000.00	1,844.55	7.8
10-51-470 VEHICLE EXPENSE	689.06	5,529.75	8,000.00	2,470.25	69.1
10-51-475 POLICE FUEL EXPENSE	2,207.51	11,855.31	12,000.00	344.69	97.1
10-51-480 COMPUTER EXPENSE	.00	1,314.32	1,200.00	(114.32)	109.5
10-51-500 BUILDING MAINTENANCE	.00	1,928.08	.00	(1,928.08)	.0
10-51-505 POLICE VEHICLE IMPOUND FEE	84.00	2,233.50	4,250.00	2,016.50	52.6
10-51-510 IMPOUND ADMIN	.00	(2,086.00)	.00	2,086.00	.0
10-51-620 EQUIP REPAIR AND MAINTENANCE	.00	3,627.80	8,500.00	4,872.20	42.7
10-51-640 MEMBERSHIP	.00	.00	400.00	400.00	.0
10-51-680 TRAVEL AND TRAINING	.00	530.69	1,000.00	469.31	53.1
10-51-695 COMMUNITY RELATIONS	.00	.00	750.00	750.00	.0
10-51-705 CAPITAL LEASE	234.05	2,858.36	2,300.00	(558.36)	124.3
10-51-840 POLICE CAPITAL OUTLAY	.00	2,930.85	6,250.00	3,319.15	46.9
10-51-845 OFFICE FURNITURE	.00	.00	100.00	100.00	.0
10-51-856 BODY WORN CAMERA PROGRAM	.00	.00	3,368.00	3,368.00	.0
10-51-957 ASSET FORFEITURE EXPENSES	.00	.00	8,500.00	8,500.00	.0
TOTAL POLICE	52,417.90	607,960.81	686,891.00	80,930.19	88.3

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
ANIMAL SHELTER					
10-52-100 PERSONNEL SERVICES	2,147.75	28,858.78	45,780.00	18,900.24	83.1
10-52-102 NEW HIRE	.00	250.00	.00	250.00	.0
10-52-110 ANIMAL SHELTER UNIFORMS	.00	.00	200.00	200.00	.0
10-52-130 EMPLOYEE BENEFITS	303.28	4,107.84	5,480.00	1,352.16	75.2
10-52-140 PROFESSIONAL SERVICES	.00	10,047.51	5,021.00	4,026.51	188.9
10-52-290 OFFICE SUPPLIES	.00	805.05	200.00	605.05	402.5
10-52-340 UTILITIES	38.58	4,248.58	.00	4,248.58	.0
10-52-360 CONTRACT LABOR	.00	3,985.88	.00	3,985.88	.0
10-52-460 EQUIPMENT AND SUPPLIES	.00	285.82	2,000.00	1,734.18	13.3
10-52-460 MAINTENANCE AND SUPPLIES	.00	3,898.23	3,850.00	148.23	103.8
10-52-481 ANIMAL FOOD	.00	759.29	2,050.00	1,290.71	37.0
10-52-482 PEST CONTROL	.00	388.00	550.00	162.00	68.9
10-52-483 MEDICE/VACCINE	.00	1,160.62	3,000.00	1,839.38	38.7
10-52-485 HEALTH AND SAFETY	.00	.00	300.00	300.00	.0
10-52-470 VEHICLE MAINT	.00	2,428.18	1,000.00	1,428.18	242.8
10-52-471 VEHICLE PAYMENT	.00	29,501.51	10,800.00	18,701.51	273.2
10-52-475 FUEL EXPENSE	79.67	898.57	.00	898.57	.0
10-52-480 COMPUTER EXPENSE	.00	1,381.99	1,000.00	381.99	138.2
10-52-800 BUILDING MAINTENANCE	.00	234.05	.00	234.05	.0
10-52-880 TRAVEL & TRAINING	.00	100.00	1,500.00	1,400.00	6.7
10-52-885 COMMUNITY RELATIONS	.00	.00	400.00	400.00	.0
10-52-800 MISC	.00	315.00	.00	315.00	.0
TOTAL ANIMAL SHELTER	2,589.28	93,889.82	84,091.00	(9,578.82)	111.4
FIRE					
10-53-100 PERSONNEL SERVICES	(12.41)	410,000.00	317,800.00	82,200.00	129.0
10-53-101 VOLUNTEER FIREFIGHTERS	.00	.00	7,000.00	7,000.00	.0
10-53-110 UNIFORM EXPENSE	.00	.00	3,200.00	3,200.00	.0
10-53-130 EMPLOYEE BENEFITS	.00	2.55	5,000.00	4,997.45	.1
10-53-290 OFFICE SUPPLIES	.00	.00	5,000.00	5,000.00	.0
10-53-340 UTILITIES	883.77	13,859.52	.00	13,859.52	.0
10-53-388 INSURANCE	.00	.00	1,200.00	1,200.00	.0
10-53-460 EQUIPMENT/TRUCK MAINTENANCE	.00	1,574.99	5,000.00	3,425.01	31.5
10-53-460 MAINTENANCE AND SUPPLIES	.00	1,685.12	15,000.00	13,314.88	11.2
10-53-462 PEST CONTROL	.00	.00	10,000.00	10,000.00	.0
10-53-470 VEHICLE EXPENSE	.00	48,800.37	54,000.00	5,399.63	90.0
10-53-475 FIRE FUEL EXPENSE	.00	2,498.08	9,000.00	6,501.94	27.8
10-53-480 COMPUTER EXPENSE	.00	358.54	1,800.00	1,443.46	18.8
10-53-880 TRAVEL AND TRAINING	.00	.00	3,500.00	3,500.00	.0
10-53-885 COMMUNITY RELATIONS	.00	.00	1,000.00	1,000.00	.0
10-53-870 FIRE SAFETY EQUIP	.00	.00	7,000.00	7,000.00	.0
10-53-700 WILDLAND EXPENSES	.00	.00	2,500.00	2,500.00	.0
10-53-702 MEDICAL SUPPLIES	.00	.00	8,000.00	8,000.00	.0
10-53-705 CAPITAL LEASE	.00	4,716.58	.00	4,716.58	.0
TOTAL FIRE	671.36	493,093.73	454,000.00	(29,093.73)	108.4

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
BUILDING REGULATION					
10-54-290 OFFICE SUPPLIES	.00	63.77	.00	(63.77)	.0
10-54-300 PROFESSIONAL SERVICES	.00	4,259.24	6,021.00	1,761.76	70.7
10-54-380 CONTRACT LABOR	3,950.00	52,543.08	54,000.00	1,456.92	97.3
10-54-760 BLDG REGULATION SUPPLIES	.00	469.89	540.00	70.11	87.0
10-54-801 ABATEMENT	.00	.00	8,800.00	8,800.00	.0
TOTAL BUILDING REGULATION	3,950.00	57,335.98	68,161.00	11,826.02	82.9
PUBLIC WORKS					
10-57-100 PERSONNEL SERVICES	12.41	12.41	.00	(12.41)	.0
10-57-340 UTILITIES	3,222.88	33,154.83	.00	(33,154.83)	.0
10-57-390 CONTRACT LABOR	131.00	6,231.88	.00	(6,231.88)	.0
10-57-460 MAINTENANCE AND SUPPLIES	691.57	5,188.97	250.00	(4,938.97)	2074.8
TOTAL PUBLIC WORKS	4,057.84	44,586.07	250.00	(44,336.07)	17834.
CITY POOL					
10-58-100 PERSONNEL SERVICES	7,355.00	12,100.47	10,395.00	(1,705.47)	118.4
10-58-130 EMPLOYEE BENEFITS	1,113.08	1,856.18	1,500.00	(356.18)	123.7
10-58-270 PHONE	51.78	621.58	600.00	(21.58)	103.6
10-58-340 UTILITIES	528.57	6,013.55	7,500.00	1,486.45	80.2
10-58-460 MAINTENANCE AND SUPPLIES	741.89	4,830.02	5,000.00	169.98	96.6
10-58-680 CERTIFYING	.00	375.00	300.00	(75.00)	125.0
TOTAL CITY POOL	9,790.32	25,796.78	25,295.00	(501.78)	102.0
SUMMER SPLASH					
10-59-100 PERSONNEL SERVICES	2,679.75	5,679.75	3,000.00	(2,679.75)	189.3
10-59-130 EMPLOYEE BENEFITS	274.42	274.42	.00	(274.42)	.0
10-59-460 SUPPLIES	418.89	631.12	600.00	(31.12)	105.2
TOTAL SUMMER SPLASH	3,373.06	6,585.29	3,600.00	(2,985.28)	182.9
PARKS & RECREATION					
10-60-100 PERSONNEL SERVICES	.00	248.32	.00	(248.32)	.0
10-60-130 EMPLOYEE BENEFITS	.00	51.05	.00	(51.05)	.0
10-60-460 MAINTENANCE AND SUPPLIES	527.63	2,621.26	4,000.00	1,378.74	85.5
10-60-530 COMMUNITY RELATIONS/JULY 4TH	.00	.00	250.00	250.00	.0
10-60-704 SPECIAL ACTIVITIES	2,289.59	8,003.00	10,000.00	1,997.00	80.0
TOTAL PARKS & RECREATION	2,817.22	10,923.63	14,250.00	3,326.37	76.7

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY AND COMMUNITY SERVICES					
10-82-100 PERSONNEL SERVICES	8,830.00	80,677.77	88,600.00	8,822.23	93.3
10-82-102 NEW HIRE	38.34	38.34	100.00	61.66	38.3
10-82-130 EMPLOYEE BENEFITS	958.42	8,773.88	10,000.00	1,226.32	87.7
10-82-250 ADVERTISING	.00	.00	250.00	250.00	.0
10-82-271 TELEPHONE	164.74	2,046.54	2,000.00	(48.54)	102.3
10-82-290 OFFICE SUPPLIES	.00	1,387.18	2,500.00	1,132.82	54.7
10-82-340 UTILITIES	713.48	9,991.49	.00	(9,991.49)	.0
10-82-360 CONTRACT LABOR	.00	3,949.23	.00	(3,949.23)	.0
10-82-368 INMATE/JANITORIAL	65.50	1,219.00	1,285.00	66.00	94.9
10-82-440 POSTAGE	.00	.00	200.00	200.00	.0
10-82-460 MAINTENANCE AND SUPPLIES	.00	13,242.73	1,500.00	(11,742.73)	882.9
10-82-476 FUEL	56.28	75.15	380.00	284.85	20.9
10-82-480 COMPUTER EXPENSE	.00	129.88	500.00	370.12	28.0
10-82-481 INTERNET	94.95	2,734.35	2,300.00	(434.35)	118.9
10-82-610 EQUIPMENT MAINTENANCE	.00	74.69	.00	(74.69)	.0
10-82-620 VEHICLE REPAIR & MAINT	.00	380.51	400.00	19.49	95.1
10-82-640 MEMBERSHIP	.00	65.00	195.00	130.00	33.3
10-82-660 TRAVEL AND TRAINING	.00	548.18	1,000.00	453.82	54.8
10-82-703 COMMUNITY RELATIONS	.00	303.43	500.00	196.57	60.7
10-82-705 CAPITAL OUTLAY	293.55	5,728.88	3,900.00	(1,828.88)	148.9
10-82-802 LIBRARY DONATIONS EXP	.00	4,079.92	.00	(4,079.92)	.0
TOTAL LIBRARY AND COMMUNITY SERVICES	11,315.24	135,423.75	113,490.00	(21,933.75)	119.3
CITY BUS					
10-85-100 PERSONNEL SERVICES	.00	11,239.40	28,534.00	17,294.60	39.4
10-85-130 EMPLOYEE BENEFITS	.00	1,550.06	3,976.00	2,425.94	39.0
10-85-140 PROFESSIONAL SERVICES	.00	2,382.50	6,021.00	3,638.50	39.8
10-85-280 INSURANCE	.00	9,811.48	12,050.00	2,438.54	79.8
10-85-470 VEHICLE EXPENSE	.00	1,052.47	4,985.00	3,912.53	21.2
10-85-475 FUEL EXPENSE	.00	2,400.14	6,732.00	4,331.86	35.7
10-85-482 BUS STOP CONSTRUCTION	.00	.00	5,000.00	5,000.00	.0
10-85-483 SIERRA VISTA BUS FARES	.00	.00	1,000.00	1,000.00	.0
TOTAL CITY BUS	.00	28,236.03	68,278.00	40,041.97	41.4

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SENIOR CENTER					
10-68-100 PERSONNEL SERVICES	.00	5,508.35	9,200.00	3,691.65	59.9
10-68-130 EMPLOYEE BENEFITS	.00	587.94	1,200.00	612.06	49.0
10-68-140 PROFESSIONAL SERVICES	.00	27,507.18	6,021.00	(21,486.18)	458.9
10-68-271 TELEPHONE	53.20	638.62	650.00	11.38	98.3
10-68-290 SUPPLIES	1,110.44	1,853.44	200.00	(1,653.44)	926.7
10-68-340 UTILITIES	113.48	4,404.91	5,000.00	595.09	88.1
10-68-341 INTERNET SERVICES	.00	494.72	800.00	305.28	81.8
10-68-482 PEST CONTROL	.00	398.00	550.00	154.00	72.0
10-68-500 BUILDING MAINTENANCE	.00	554.44	.00	(554.44)	.0
10-68-800 AUTHORIZED EXPENDITURES	7,673.39	7,673.39	10,000.00	2,326.61	76.7
TOTAL SENIOR CENTER	8,950.49	49,618.99	33,621.00	(15,997.99)	147.8
TOWN GRANTS					
10-69-480 BUS LINE EXPENDITURES	.00	.00	75,000.00	75,000.00	.0
10-69-801 ANIMAL SHELTER GRANT EXP	.00	.00	70,000.00	70,000.00	.0
10-69-802 LIBRARY DONATIONS EXP	1,482.20	35,368.85	132,000.00	96,631.15	26.8
10-69-803 IT GRANT EXP	.00	.00	190,000.00	190,000.00	.0
10-69-804 MISC EXP	.00	.00	75,000.00	75,000.00	.0
10-69-805 BUILDING REGULATION EXP	.00	.00	25,000.00	25,000.00	.0
10-69-845 POLICE GRANT EXP	.00	4,984.84	10,000.00	5,035.36	49.7
10-69-846 AZDOHS GRANT EXPENDITURES	.00	.00	99,000.00	99,000.00	.0
10-69-847 AZGOHS GRANT EXPENDITURES	.00	.00	120,428.00	120,428.00	.0
10-69-851 USDA EQUIPMENT GRANT	.00	.00	200,000.00	200,000.00	.0
TOTAL TOWN GRANTS	1,482.20	40,333.49	996,428.00	996,092.51	4.1
NON-DEPARTMENTAL					
10-70-901 INSURANCE CLAIMS	.00	12,995.40	1,202.00	(11,793.40)	1081.2
TOTAL NON-DEPARTMENTAL	.00	12,995.40	1,202.00	(11,793.40)	1081.2
TOTAL FUND EXPENDITURES	144,743.12	1,988,988.50	3,067,946.00	1,078,977.50	84.8
NET REVENUE OVER EXPENDITURES	4,287.23	(119,847.63)	.00	119,847.93	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

POLICE - DHS GRANT - BP OT

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
12-30-800 DHS GRANT BP O/T	27,342.95	32,307.59	135,000.00	102,692.41	23.9
TOTAL REVENUE	27,342.95	32,307.59	135,000.00	102,692.41	23.9
TOTAL FUND REVENUE	27,342.95	32,307.59	135,000.00	102,692.41	23.9

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

POLICE - DHS GRANT - BP OT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES					
12-40-130 EMPLOYEE BENEFITS	(92.97)	2,722.18	135,000.00	132,277.82	2.0
12-40-131 DUI TASK FORCE OVER TIME	.00	1,398.98	.00	(1,398.98)	.0
12-40-135 PUBLIC SAFETY RETIREMENT	.00	1,819.39	.00	(1,819.39)	.0
12-40-840 AUTHORIZED EXPENDITURES	.00	8,519.27	.00	(8,519.27)	.0
TOTAL EXPENDITURES	(92.97)	14,259.80	135,000.00	120,740.20	10.6
TOTAL FUND EXPENDITURES	(92.97)	14,259.80	135,000.00	120,740.20	10.6
NET REVENUE OVER EXPENDITURES	27,435.92	18,047.79	.00	(18,047.79)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

FIRE TRUCK FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
REVENUE					
14-30-801 TRIBAL CASINO GRANT FUND	.00	.00	300,000.00	300,000.00	.0
14-30-802 FIRE ACT GRANT	.00	.00	450,000.00	450,000.00	.0
TOTAL REVENUE	.00	.00	750,000.00	750,000.00	.0
TOTAL FUND REVENUE	.00	.00	750,000.00	750,000.00	.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

FIRE TRUCK FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>EXPENDITURES</u>					
14-40-840 CAPITAL OUTLAY	.00	.00	750,000.00	750,000.00	.0
TOTAL EXPENDITURES	.00	.00	750,000.00	750,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	750,000.00	750,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

		TRUST FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUE						
20-30-200	FINES AND BAILS	14,340.09	181,836.63	268,000.00	86,163.37	67.9
20-30-300	BONDS	.00	.00	250.00	250.00	.0
20-30-400	RESTITUTION	.00	.00	100.00	100.00	.0
20-30-500	JCEF	.00	.00	100.00	100.00	.0
TOTAL REVENUE		14,340.09	181,836.63	268,450.00	86,613.37	67.7
TOTAL FUND REVENUE		14,340.09	181,836.63	268,450.00	86,613.37	67.7

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

		TRUST FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES						
20-40-200	FINES AND BAILS	17,589.64	184,485.73	268,204.00	83,718.27	68.8
20-40-400	RESTITUTION	38.18	121.18	48.00	(75.18)	283.4
20-40-401	BOND	.00	443.00	100.00	(343.00)	443.0
20-40-500	JCEF	.00	.00	100.00	100.00	.0
TOTAL EXPENDITURES		17,627.70	185,049.89	268,450.00	83,400.11	68.9
TOTAL FUND EXPENDITURES		17,627.70	185,049.89	268,450.00	83,400.11	68.9
NET REVENUE OVER EXPENDITURES		(3,287.81)	(3,213.28)	.00	3,213.28	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

ROAD USER FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>REVENUE</u>					
23-30-300	GAS TAX REVENUES - HURF	12,576.79	151,911.48	147,652.00	(4,259.48)	102.9
23-30-800	MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
	TOTAL REVENUE	12,576.79	151,911.48	147,752.00	(4,159.48)	102.8
	TOTAL FUND REVENUE	12,576.79	151,911.48	147,752.00	(4,159.48)	102.8

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2010**

ROAD USER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
ROAD USERS ADMIN					
23-40-100 PERSONNEL SERVICES	.00	.00	45,888.00	45,888.00	.0
23-40-105 OVERTIME	.00	.00	1,000.00	1,000.00	.0
23-40-120 PROFESSIONAL SERVICES	.00	.00	6,021.00	6,021.00	.0
23-40-130 EMPLOYEE BENEFITS	.00	14.18	24,558.00	24,572.18	(.1)
23-40-480 MAINTENANCE AND SUPPLIES	.00	1,813.98	6,000.00	4,386.02	28.9
23-40-470 VEHICLE EXPENSE	.00	.00	2,500.00	2,500.00	.0
23-40-475 FUEL	.00	.00	1,080.00	1,080.00	.0
23-40-490 ROAD REPAIR	.00	3,981.00	30,000.00	26,019.00	13.3
23-40-810 EQUIPMENT REPAIR	.00	.00	5,000.00	5,000.00	.0
23-40-831 CAPITAL OUTLAY	.00	.00	25,725.00	25,725.00	.0
TOTAL ROAD USERS ADMIN	.00	5,580.82	147,752.00	142,171.18	3.8
TOTAL FUND EXPENDITURES	.00	5,580.82	147,752.00	142,171.18	3.8
NET REVENUE OVER EXPENDITURES	12,578.79	146,330.66	.00	(146,330.66)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

GRANT OPPORTUNITY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>GRANT REVENUE</u>					
29-30-800 GRANT REVENUE CDBG	.00	3,400.00	.00	(3,400.00)	.0
29-30-801 MISCELLANEOUS GRANTS	.00	.00	100,000.00	100,000.00	.0
TOTAL GRANT REVENUE	<u>.00</u>	<u>3,400.00</u>	<u>100,000.00</u>	<u>96,600.00</u>	<u>3.4</u>
TOTAL FUND REVENUE	<u>.00</u>	<u>3,400.00</u>	<u>100,000.00</u>	<u>96,600.00</u>	<u>3.4</u>

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

GRANT OPPORTUNITY

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>GRANT EXPENDITURES</u>					
29-40-840 AUTHORIZED EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>.0</u>
TOTAL GRANT EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>.0</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>100,000.00</u>	<u>100,000.00</u>	<u>.0</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>3,400.00</u>	<u>.00</u>	<u>(3,400.00)</u>	<u>.0</u>

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2018**

WATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
REVENUE					
51-30-200 WATER SALES	37,716.09	231,829.09	156,910.00	(74,719.09)	147.8
51-30-202 RC: RECONNECT FEE	40.00	495.00	500.00	5.00	99.0
51-30-203 WTO: WATER TURN ON FEE	658.03	658.03	.00	(658.03)	.0
51-30-300 CONNECTION FEES	220.00	935.00	500.00	(435.00)	187.0
51-30-400 PENALTIES & FORFEITURES	1,360.20	7,635.38	12,000.00	4,364.62	63.6
51-30-900 MISCELLANEOUS	.00	.00	600.00	600.00	.0
51-30-950 WF SAVINGS TRANSFERS IN	.00	.00	47,334.00	47,334.00	.0
TOTAL REVENUE	39,994.32	241,352.50	217,844.00	(23,508.50)	110.8
TOTAL FUND REVENUE	39,994.32	241,352.50	217,844.00	(23,508.50)	110.8

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

WATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
WATER EXPENDITURES					
51-40-100 PERSONNEL SERVICES	15,081.44	125,590.45	70,835.00	(54,855.45)	177.8
51-40-105 OVERTIME	413.57	2,871.20	1,000.00	(1,871.20)	287.1
51-40-110 UNIFORM EXPENSE	298.04	4,886.40	4,500.00	(166.40)	103.7
51-40-130 EMPLOYEE BENEFITS	4,182.39	43,304.92	24,558.00	(18,746.92)	178.3
51-40-280 INSURANCE	.00	9,811.46	11,000.00	1,388.54	87.4
51-40-290 OFFICE SUPPLIES	.00	529.92	.00	(529.92)	.0
51-40-340 UTILITIES	3,992.18	44,472.75	31,000.00	(13,472.75)	143.5
51-40-380 CONTRACT LABOR	631.00	11,427.23	5,000.00	(6,427.23)	228.5
51-40-370 SALES TAX	3,155.18	15,043.85	13,200.00	(1,843.85)	114.0
51-40-440 POSTAGE	.00	3,007.54	1,000.00	(2,007.54)	300.8
51-40-480 MAINTENANCE & SUPPLIES	302.90	31,762.53	14,000.00	(17,762.53)	228.8
51-40-470 VEHICLE EXPENSE	94.50	3,855.12	2,500.00	(1,155.12)	148.2
51-40-475 FUEL EXPENSE	1,020.29	18,329.18	4,320.00	(12,009.18)	378.0
51-40-480 COMPUTER EXPENSE	.00	88.10	810.00	523.90	14.1
51-40-510 WATER TESTS	1,224.00	10,882.05	7,500.00	(3,162.05)	142.2
51-40-810 EQUIPMENT MAINTENANCE	411.59	7,751.82	20,000.00	12,248.18	38.8
51-40-860 PROFESSIONAL SERVICES	812.50	4,875.00	6,021.00	1,146.00	81.0
51-40-880 TRAVEL	.00	.00	700.00	700.00	.0
51-40-900 BAD DEBT EXPENSE	.00	.00	300.00	300.00	.0
TOTAL WATER EXPENDITURES	31,819.56	335,837.52	217,844.00	(117,793.52)	154.1
TOTAL FUND EXPENDITURES	31,819.56	335,837.52	217,844.00	(117,793.52)	154.1
NET REVENUE OVER EXPENDITURES	8,374.76	(94,285.02)	.00	94,285.02	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

SEWER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
52-30-200 SEWER SERVICES	23,328.91	158,485.30	113,658.00	(44,807.30)	139.4
52-30-300 CONNECTION FEES	.00	.00	500.00	500.00	.0
52-30-850 WF SAVINGS TRANSFERS IN	.00	.00	45,281.00	45,281.00	.0
TOTAL REVENUE	23,328.91	158,485.30	159,439.00	973.70	99.4
TOTAL FUND REVENUE	23,328.91	158,485.30	159,439.00	973.70	99.4

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

SEWER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
SEWER EXPENDITURES					
52-40-100 PERSONNEL SERVICES	9,728.50	85,727.16	70,636.00	(15,092.16)	121.4
52-40-105 OVERTIME	349.20	2,347.11	1,000.00	(1,347.11)	234.7
52-40-130 EMPLOYEE BENEFITS	2,445.20	28,239.31	41,983.00	13,423.69	67.8
52-40-340 UTILITIES	354.03	7,220.79	.00	(7,220.79)	.0
52-40-390 CONTRACT LABOR	531.00	18,007.92	3,600.00	(14,407.92)	500.2
52-40-440 POSTAGE	.00	20.26	.00	(20.26)	.0
52-40-460 MAINTENANCE AND SUPPLIES	691.33	11,181.43	10,000.00	(1,181.43)	111.8
52-40-470 VEHICLE EXPENSE	.00	1,980.21	2,500.00	539.79	78.4
52-40-475 FUEL	992.93	9,563.92	4,320.00	(5,243.92)	221.4
52-40-490 COMPUTER EXPENSE	.00	57.60	500.00	442.40	11.5
52-40-518 ADEQ FEES	.00	.00	3,000.00	3,000.00	.0
52-40-510 EQUIPMENT MAINTENANCE	.00	4,557.23	5,000.00	442.77	91.1
52-40-530 SEWER CHEMICALS	.00	532.50	.00	(532.50)	.0
52-40-550 PROFESSIONAL SERVICES	812.50	24,387.55	7,021.00	(17,366.55)	347.4
52-40-702 SEWAGE POND COMPLIANCE	.00	3,275.76	10,000.00	6,724.24	32.8
52-40-900 BAD DEBT EXPENSE	.00	.00	200.00	200.00	.0
TOTAL SEWER EXPENDITURES	15,902.69	197,078.75	159,439.00	(37,639.75)	123.6
TOTAL FUND EXPENDITURES	15,902.69	197,078.75	159,439.00	(37,639.75)	123.6
NET REVENUE OVER EXPENDITURES	7,424.22	(38,613.45)	.00	38,613.45	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

GARBAGE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
54-30-200 SALES RECEIPTS	11,417.00	137,157.05	128,748.00	(10,409.05)	108.2
54-30-950 WF SAVINGS TRANSFERS IN	.00	.00	44,515.00	44,515.00	.0
TOTAL REVENUE	11,417.00	137,157.05	171,263.00	34,105.95	80.1
TOTAL FUND REVENUE	11,417.00	137,157.05	171,263.00	34,105.95	80.1

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

GARBAGE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
GARBAGE EXPENDITURES					
54-40-100 PERSONNEL SERVICES	.00	21,355.99	40,158.00	18,800.01	53.2
54-40-105 OVERTIME	.00	.00	250.00	250.00	.0
54-40-130 EMPLOYEE BENEFITS	.00	8,738.67	12,438.00	3,697.33	70.3
54-40-280 INSURANCE	.00	7,961.62	10,000.00	2,038.08	79.6
54-40-360 CONTRACT LABOR	10,512.60	66,385.02	.00	(66,385.02)	.0
54-40-460 EQUIPMENT/SUPPLIES	.00	5,900.77	15,000.00	9,099.23	39.3
54-40-480 SUPPLIES	.00	95.78	1,000.00	904.22	9.6
54-40-470 VEHICLE EXPENSE	.00	12,152.50	2,500.00	(9,652.50)	486.1
54-40-475 FUEL	.00	3,539.73	1,900.00	(1,639.73)	186.3
54-40-610 EQUIPMENT MAINTENANCE	.00	1,576.70	.00	(1,576.70)	.0
54-40-860 AUDIT	.00	.00	6,021.00	6,021.00	.0
54-40-821 TOWN TRASH SERVICE	.00	32,162.66	42,000.00	9,837.44	76.6
54-40-840 GARBAGE CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
TOTAL GARBAGE EXPENDITURES	10,512.60	159,869.64	171,263.00	11,393.36	93.4
TOTAL FUND EXPENDITURES	10,512.60	159,869.64	171,263.00	11,393.36	93.4
NET REVENUE OVER EXPENDITURES	904.40	(22,712.59)	.00	22,712.59	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

LANDFILL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
55-30-100 INTEREST EARNINGS	.00	.00	250.00	250.00	.0
55-30-200 SALES - LANDFILL	108,273.77	1,298,804.71	1,274,912.00	6,107.29	99.5
55-30-201 LATE PENALTIES	.00	.00	1,000.00	1,000.00	.0
55-30-205 MISC.REVENUE	.00	1,225.00	900.00	(625.00)	204.2
55-30-208 ROLL-OFF TRUCK FUND	.00	.00	50,000.00	50,000.00	.0
55-30-210 TIPPING FEES	11,233.58	132,770.41	130,000.00	(2,770.41)	102.1
TOTAL REVENUE	119,507.35	1,402,800.12	1,456,762.00	53,951.88	98.3
<u>SOURCE 36</u>					
55-36-400 SALE OF FIXED ASSETS	.00	.00	120,000.00	120,000.00	.0
55-36-405 RECYCLE	.00	3,001.40	2,000.00	(1,001.40)	150.1
TOTAL SOURCE 36	.00	3,001.40	122,000.00	118,998.60	2.5
TOTAL FUND REVENUE	119,507.35	1,405,801.52	1,578,762.00	172,950.48	89.0

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019

LANDFILL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LANDFILL EXPENDITURES					
55-40-100 PERSONNEL SERVICES	12,979.10	171,630.82	399,838.00	198,207.18	48.4
55-40-102 NEW HIRE	.00	70.00	.00	(70.00)	.0
55-40-105 OVERTIME	1,531.50	8,951.85	8,000.00	(951.85)	111.9
55-40-110 UNIFORM EXPENSE	282.82	5,192.97	7,000.00	1,807.03	74.2
55-40-130 EMPLOYEE BENEFITS	5,387.04	78,958.55	147,105.00	68,146.45	53.7
55-40-250 ADVERTISING	.00	470.74	250.00	(220.74)	188.3
55-40-285 BANK COSTS/FEES	3,354.51	38,884.56	15,000.00	(21,884.56)	245.8
55-40-280 INSURANCE	.00	9,811.46	38,000.00	28,388.54	28.7
55-40-290 OFFICE SUPPLIES	.00	621.73	250.00	(371.73)	248.7
55-40-337 PROPERTY LEASE	47,600.00	671,200.00	571,193.00	(7.00)	100.0
55-40-340 UTILITIES	1,379.50	14,418.22	13,000.00	(1,418.22)	110.9
55-40-350 SAFETY EQUIPMENT	.00	.00	250.00	250.00	.0
55-40-380 CONTRACT LABOR	390.88	22,740.78	28,000.00	6,259.22	81.2
55-40-385 CONTRACT SERVICES ENTEC	.00	478.37	25,000.00	24,523.63	1.9
55-40-460 MAINTENANCE & SUPPLIES	3,085.08	85,848.65	35,000.00	(30,848.65)	187.6
55-40-470 VEHICLE EXPENSE	78.10	295.10	500.00	204.90	59.0
55-40-475 FUEL EXPENSE	3,454.81	71,540.56	77,856.00	6,314.44	91.9
55-40-480 COMPUTER EXPENSE	48.88	2,170.52	2,000.00	(170.52)	108.5
55-40-500 BUILDING MAINTENANCE	.00	26,044.73	250.00	(25,794.73)	10417.
55-40-510 LAB FEES	.00	2,316.00	5,000.00	2,684.00	48.3
55-40-515 ENGINEERING SERVICES	.00	34,678.20	5,000.00	(29,678.20)	893.6
55-40-518 ADEQ FEES	2,714.79	11,203.18	15,000.00	3,796.81	74.7
55-40-510 EQUIPMENT MAINTENANCE	20,583.73	146,418.78	60,000.00	(86,418.78)	244.0
55-40-660 PROFESSIONAL SERVICES/AUDIT	812.50	12,300.62	8,021.00	(8,278.52)	204.3
55-40-680 TRAVEL - TRAVEL/TRAINING	.00	102.13	250.00	147.87	40.9
55-40-705 CAPITAL LEASE	8,784.89	90,760.68	95,000.00	4,249.32	95.5
55-40-840 LANDFILL CAPITAL OUTLAY	.00	(29,404.04)	3,000.00	32,404.04	(980.1)
55-40-841 ROLL-OFF TRUCK G.F. REIMBURSE	.00	.00	50,000.00	50,000.00	.0
55-40-855 METHANE MONITORING	.00	2,655.87	3,000.00	344.13	88.5
TOTAL LANDFILL EXPENDITURES	110,428.51	1,357,922.94	1,578,762.00	220,839.06	88.0
TOTAL FUND EXPENDITURES	110,428.51	1,357,922.94	1,578,762.00	220,839.06	88.0
NET REVENUE OVER EXPENDITURES	9,078.84	47,878.58	.00	(47,878.58)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

CAMP NAGO

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
73-30-850 GRANT REVENUES	.00	.00	10,000.00	10,000.00	.0
TOTAL REVENUE	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND REVENUE	.00	.00	10,000.00	10,000.00	.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2019**

CAMP NACO

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
EXPENDITURES					
73-40-860 AUTHORIZED EXPENDITURES	<u>.00</u>	<u>822.34</u>	<u>10,000.00</u>	<u>9,177.66</u>	<u>8.2</u>
TOTAL EXPENDITURES	<u>.00</u>	<u>822.34</u>	<u>10,000.00</u>	<u>9,177.66</u>	<u>8.2</u>
TOTAL FUND EXPENDITURES	<u>.00</u>	<u>822.34</u>	<u>10,000.00</u>	<u>9,177.66</u>	<u>8.2</u>
NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>(822.34)</u>	<u>.00</u>	<u>822.34</u>	<u>.0</u>



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-26

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION ["ADOT"] TO FUND INSTALLATION OF AN EMERGENCY PRE-EMPTION SIGNAL.

WHEREAS, the Town desires to utilize Highway User Revenue Funds ["HURF"] Exchange funding for installation of an emergency pre-emption signal on Highway 90 for emergency access from School Drive [hereinafter referred to as the "Project"]; and

WHEREAS, all phases of the Project are programmed in the approved, fiscally-constrained portion of the applicable Transportation Improvement Program (TIP) as "HURF Exchange."

WHEREAS, ADOT is empowered to enter into HURF Exchange funding agreements with qualifying municipalities, pursuant to A.R.S. § 28-334 and § 28-401; and

WHEREAS, ADOT and the Town may contract for services and enter into agreements with one another for joint or cooperative action, pursuant to A.R.S. section 11-952; and

WHEREAS, attached hereto as Exhibit A and incorporated herein by this reference, is a an agreement for funding of the Project; and

WHEREAS, the Mayor and Council have determined that approval of the Agreement is in the best interest of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

- Section 1.** The Town is hereby authorized to enter into the Agreement between the Town of Huachuca City and the State of Arizona, through its Department of Transportation, for funding and implementation of the Project, said Agreement being attached hereto as Exhibit AA.®
- Section 2.** The Mayor of the Town of Huachuca City is hereby authorized and directed to execute said Agreement on behalf of the Town.
- Section 3.** The Town's officers and staff are hereby authorized to take all steps necessary

and proper to implement the Agreement and give it effect.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE
TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 8th DAY OF
AUGUST, 2019.**

ATTEST:

Johann Wallace, Mayor

Approved as to Form:

Janine Collins, Town Clerk

Thomas Benavidez, Town Attorney

[Intergovernmental agreement with ADOT must be attached.]

ADOT CAR No.: IGA 19-0007421-I
AG Contract No.: P0012019002410
Project Location/Name: Highway 90 at/near
School Drive and Camino de
Marana/Emergency Pre-Emption Signal
Type of Work: Emergency Pre-Emption
Signal
ADOT Project No.: T0224 01C
TIP/STIP No.: SVMPO 19-01
CFDA No.: 20.205 – Highway Planning and
Construction
Budget Source Item No.: HURF Exchange

INTERGOVERNMENTAL AGREEMENT

**BETWEEN
THE STATE OF ARIZONA
AND
TOWN OF HUACHUCA CITY**

THIS AGREEMENT is entered into this date _____, pursuant to the Arizona Revised Statutes §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State" or "ADOT") and the TOWN OF HUACHUCA CITY, acting by and through its MAYOR and TOWN COUNCIL (the "Town"). The State and the Town are collectively referred to as "Parties."

I. RECITALS

1. The State is empowered by Arizona Revised Statutes § 28-334 and § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The Town is empowered by Arizona Revised Statutes § 9-240 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Town.
3. The Town desires to utilize HURF Exchange funding for installation of an emergency pre-emption signal on Highway 90 for emergency access from School Drive, hereinafter referred to as the "Project". The Project shall include emergency flashers on Highway 90 in the Whetstone area, re-installation of highway lighting from an existing pole to a new mast arm, salvage of an old light pole, and connection to electrical services, set-up of activation system, training of emergency services for use of the system. Installation of advance warning signs and provision of temporary traffic control change ahead signs as directed by ADOT. The work shall be constructed under an approved ADOT Encroachment Permit. Maintenance and electrical costs are addressed in IGA # 19-0007445-I. The primary purpose of this Project is the improvement of the efficiency, reliability and safety of the traveling public.

4. The Project is located on a principal arterial classified road on the federal aid system. The Sierra Vista Municipal Planning Organization (SVMPO) has confirmed the Project's eligibility for federal Surface Transportation Block Grant Program (STBGP) funds for areas with population of 200,000 or less according to the most recent annual population estimates produced by the Arizona Department of Administration.
5. All phases of the Project are programmed in the approved, fiscally-constrained portion of the applicable Transportation Improvement Program (TIP) as "HURF Exchange."
6. No phase of the Project has previously been funded with any category of federal aid funding.
7. No phase of the Project is currently programmed with any category of federal aid funding.
8. The Town has represented to the State that it will be able to, and will, meet the schedule requirements of this Agreement.

THEREFORE, in consideration of the mutual terms expressed in this Agreement, it is agreed as follows:

II. DEFINITIONS AND ACRONYMS

Apportionments	Surface Transportation Block Grant Program funds provided by ADOT on a discretionary basis to Arizona COGs and MPOs.
AFIS	The Arizona Financial Information System administered by the Arizona Department of Administration.
Authorization	The approval by the State of the use of HURF Exchange funding for a Project phase.
Change In Scope	Any change to a Project or Project phase which increases the footprint or adds or decreases features to a Project (for example: pedestrian bridge, roundabout, traffic signal, etc.).
COG	Council of Governments
Date of Authorization	The date on which the State approves the use of HURF Exchange funding for a Project phase. This is also the date on which HURF Exchange funded costs for the Project phase may begin to be incurred.
Eligible Costs	Costs directly associated with the design, acquisition or right of way, and construction of the Project, including necessary safety items. Other items unavoidably required for the primary purpose of the Project, which is to improve the efficiency and safety of motor vehicle travel on the roadway, may be considered part of the eligible costs. These items may include utility relocation, sidewalks, ADA ramps and safety features.

Federal Highway Administration (FHWA)	A division of the US Department of Transportation specializing in highway transportation.
Final Project Phase Amount	Total cost of the Project phase based on the contract, less any ineligible costs but including a reasonable amount for construction engineering and contingency. For Project phases performed using the Town's own forces, the Final Project Phase Amount is the amount for the respective phase as estimated in the "Project Cost Estimate" in the HURF Exchange Cost and Schedule tool workbook.
Final Voucher	The final accounting of the Project, prepared by ADOT after the Project is fully complete.
Fully executed IGA	An IGA which has received all required approvals and opinions and has been signed by all parties.
HURF	The state of Arizona taxes motor fuels and collects a variety of fees and charges relating to the registration and operation of motor vehicles on the public highways of the state. These collections include gasoline and use-fuel taxes, motor-carrier taxes, vehicle-license taxes, motor vehicle registration fees and other miscellaneous fees. These revenues are deposited in the Arizona Highway User Revenue Fund (HURF) and are then distributed to the cities, towns and counties and to the State Highway Fund. These taxes represent a primary source of revenues available to the state for highway construction, improvements and other related expenses.
HURF Exchange funding	State Highway Funds which are exchanged for federal Surface Transportation Block Grant Program funds for areas of under 200,000 population and under 5,000 population pursuant to Arizona Revised Statutes §28-6993.G. HURF Exchange funding will be credited to the applicable COG or MPO at 90% of the amount of the federal Surface Transportation Block Grant Program funds programmed for the Project in the TIP.
HURF Exchange Project Forms	<p>The forms in Attachment One, prescribed by ADOT and to be used by the Town for HURF Exchange Projects, completed, approved and signed as required. The forms include:</p> <ul style="list-style-type: none"> • HURF Exchange Project Scoping Form • HURF Exchange Project Cost Estimate • HURF Exchange Project and Draw Schedule • HURF Exchange Draw and Final Reimbursement Invoice
IGA	Intergovernmental agreement
Ineligible costs	<p>Costs which are not eligible. Ineligible costs include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Maintenance, which is scheduled or unscheduled work that is performed

to preserve existing infrastructure, in reaction to an event (crash) or season (potholes), or work requiring regular reoccurring attention, such as fence repair, culvert cleanouts, etc.

- Scoping.
- Costs incurred prior to date of finance authorization.
- Any Items outside of the Project right of way.
- Utility relocation which is not directly and unavoidably caused by the HURF Exchange Project.
- Betterments of utilities.
- Any other costs which are not eligible costs as defined above.

LPA	Local Public Agency Section of ADOT
Maintenance	Scheduled or unscheduled work that is performed to preserve existing infrastructure, in reaction to an event (such as an accident) or season (such as potholes), or work requiring regular reoccurring attention, such as fence repair, culvert cleanouts, and other ongoing work.
MPO	Metropolitan Planning Organization
Obligation	The application of State Highway Funds on a Project phase in AFIS.
Obligation Authority (OA)	The amount of apportionments which may be obligated in a federal fiscal year. ADOT provides obligation authority, on a discretionary basis, to COGs/MPOs.
Substantial completion	<p>The Project is substantially complete when all of the following, as applicable, have occurred:</p> <ul style="list-style-type: none"> (A) All lanes of traffic of the completed Project are finished and accepted and traffic can move unimpeded through the Project at the posted speed; (B) All signage is in place and accepted; (C) All guardrails, drainage devices, ditches, excavation and embankment have been accepted; and (D) The only work left for completion is incidental, away from the paved portion of the road, and does not affect the safety or convenience of the traveling public.
Surface Transportation Block Grant Program (STBGP)	A category of funding under the federal aid highway program. The subcategories of STBGP applicable to the HURF Exchange program are Under 200,000 population and Under 5,000 population. One hundred percent (100%) of the amount of Surface Transportation Block Grant Program apportionments and obligation authority programmed for the Project in the TIP will be charged to the applicable COG or MPO in exchange for HURF Exchange funding.

TIP

Transportation Improvement Program

III. SCOPE OF WORK

1. The Town has represented to the State that it will be able to complete the Project phases according to the Funding Transfer and Authorization Schedule table below.

Funding Transfer and Authorization Schedule Table				
Project Phase(s) Programmed in TIP Intended as HURF Exchange	Fiscal Year Programmed	STBGP Apportionments and OA Charged to COG/MPO*	HURF Exchange Funding Credited to COG/MPO	Deadline to Submit Authorization Request to ADOT
Design				
Right of Way				
Construction	2020	\$100,000.00	\$90,000.00	5/15/2020
Other:				
TOTAL		\$100,000.00	\$90,000.00	
*STBGP apportionments and obligation authority will be charged to the COG/MPO at 100% of this amount.				

2. The State will:

- a. Make the following funding transfers prior to the authorization of each Project phase:
 - (1) Transfer 100% of the applicable STBGP apportionments and obligation authority for the respective Project phase from the applicable COG/MPO to the State.
 - (2) Transfer State Highway Funds to the COG/MPO in the amount of 90% of the applicable STBGP apportionments and obligation authority for the respective Project phase.

These transfers will be made only after, and are conditioned upon, completion of the prior phase, if any, and receipt of an authorization request and required documents for the phase to which the transfer applies.

- b. After completion of the above transfers for each Project phase, give authorization, obligate State Highway Funds, and notify the Town that the phase may be advertised, consultants or contractors may be selected, or work can begin.
- c. After receipt of the final itemized budget and final Project phase amount for each Project phase, review and adjust the amount authorized and obligated in AFIS, as necessary, to be equivalent to the Final Project Phase Amount.
- d. If the Final Project Phase Amount is:
 - (1) Less than the amount obligated for that phase, release any excess HURF Exchange funding in AFIS and return it to the COG/MPO for reprogramming.

- (2) Greater than the amount of HURF exchange funding obligated, the Town is solely responsible for the difference.
 - e. Pay State Highway Funds to the Town for eligible costs for each obligated Project phase as follows:
 - (1) First 30% - Prior to the start of work and within 30 days approval of an invoice from the Town.
 - (2) Second 30% - Within 30 days of approval of an invoice and copies of Project phase invoices received and paid by the Town which demonstrate the work has progressed, or is progressing, to 30% completion.
 - (3) Third 30% - Within 30 days of approval of an invoice and copies of further Project phase invoices received and paid by the Town which demonstrate the work has progressed, or is progressing, to 60% completion.
 - (4) Final 10% of each phase, except the final phase, will be reimbursed to the Town by the State within 30 days of approval of invoice, copies of final Project phase invoices received and paid by the Town which demonstrate the phase is completed. For the final phase, the final 10% will be reimbursed within 30 days of the completion of the final voucher. Upon payment of the final 10%, no further invoices will be accepted or paid.
 - f. After each subsequent phase is authorized and upon payment of the final invoice from the Town for the preceding phase, close the preceding phase in AFIS and return any remaining funds to the applicable COG/MPO for reprogramming.
 - g. After all phases have been completed, conduct a final Project walk-through in conjunction with the Town, the applicable COG/MPO and FHWA as required.
 - h. Prepare a final voucher for the Project upon completion of all phases, and return any remaining funds to the applicable COG/MPO for reprogramming.
3. The Town will:
- a. Utilize the HURF Exchange funding only for the Project and phase(s) which are the subject of this Agreement.
 - b. Adhere to the Project schedule in Section III.1.
 - c. Begin work, initiate selection of consultants or contractors or advertise the Project, as applicable, within 60 days of the date of authorization.
 - d. Approve and expend any funds required for the Project in excess of the HURF Exchange funding to ensure the Project is successfully completed on schedule.
 - e. Pay the final 10% of Project costs, to be reimbursed by ADOT within 30 days of the completion of the final voucher.

- f. Submit an authorization request for each HURF Exchange Project phase to the ADOT Project Manager (PM) which includes the following documents, updated as necessary for each successive Project phase:

- (1) HURF Exchange Project Cost Estimate form;
- (2) HURF Exchange Project and Draw Schedule;
- (3) A map indicating the location, functional class and limits of the Project;
- (4) A copy of the TIP reflecting the HURF Exchange programming; and
- (5) Other documents as may be required by the State.

Include an Invoice for first 30% progress payment with the authorization request if the Project phase is being performed with the Town's own forces.

- g. Within sixty (60) days of the selection of consultant or award of a contract for each Project phase, submit to the ADOT PM:

- (1) The final Project phase scope with itemized costs;
- (2) The final schedule, including the dates the work will start and end and the anticipated dates of each progress payment request; and
- (3) The final itemized budget with Final Project Phase Amount.

- h. If the Final Project Phase Amount is greater than the amount of HURF exchange funding obligated, be solely responsible for the difference.

- i. Invoice ADOT for eligible costs for each obligated Project phase as follows using the HURF Exchange Draw and Final Reimbursement Invoice:

- (1) First 30% - Prior to the start of work.
- (2) Second 30% - A minimum of 30 days but not more than 60 days prior to when the funds will be required. The invoice must be accompanied by documents which demonstrate the work has progressed, or is progressing, to 30% completion including:
 - i. Copies of Project phase invoices, pay requests, estimates and other cost records received by the Town and indicating payment status, or, if the Town is performing the work with its own forces, a summary of costs expended, and
 - ii. A status report related to the Project phase schedule.

- (3) Third 30% - A minimum of 30 days but not more than 60 days prior to when the funds will be required. The invoice must be accompanied by documents which demonstrate the work has progressed, or is progressing, to 60% completion, including:

 - i. Copies of further Project phase invoices, pay requests, estimates and other cost records received by the Town and indicating payment status, or if the Town is performing the work with its own forces, a summary of costs expended, and
 - ii. A status report related to the Project phase schedule.
- j. After all phases have been completed, participate in the final Project walk-through in conjunction with ADOT, the applicable COG/MPO and FHWA as required.
- k. Within 60 days of the completion of design phase, submit to the ADOT PM:
 - (1) Letter from the Town to ADOT indicating the design is complete;
 - (2) Copies of warrants or checks reflecting total costs paid by the Town for design; and
 - (3) An invoice for the final 10%.
- l. Within 60 days of completion of the right of way phase, if applicable, submit to the ADOT PM:
 - (1) Certification from the Town stating the Town has acquired all property and property rights necessary for the construction of the Project;
 - (2) An itemized list of the parcels and their costs;
 - (3) Copies of warrants or checks reflecting total costs paid by the Town for right of way; and
 - (4) An invoice for the final 10%.
- m. Within 15 business days of substantial completion of the construction phase, notify the ADOT PM to schedule a final Project walk-through.
- n. Within 60 days of completion of the construction phase, submit the close out package to the ADOT PM which includes:
 - (1) An invoice for the final 10%;
 - (2) Copies of warrants or checks reflecting total costs paid by the Town for construction;
 - (3) The Project Acceptance letter from the Town to the contractor; and
 - (4) A close-out letter to ADOT.

- o. Be responsible for complying with any federal requirements applicable to the Project.
- p. If the Town files a condemnation action, the Town shall request an order of immediate possession.
- q. Repay all HURF Exchange payments to ADOT if the Project is not constructed within two years of the completion of design and obtaining all rights of possession of right of way parcels. Upon receipt of an invoice from ADOT, the Town shall pay the full amount within 30 days, as provided in paragraph III.4.d of this Agreement.

4. The Parties agree:

- a. The HURF Exchange program is offered at ADOT's discretion. ADOT reserves the right to discontinue the HURF Exchange program at any time. Such termination will not affect the validity of this Agreement.
- b. A fully executed IGA does not guarantee funding or constitute permission to begin work. The Town must request and receive authorization and a Notice To Proceed from the ADOT PM for each Project phase in advance of starting work.
- c. No Change in Scope is authorized under this Agreement. If the Town desires a Change in Scope, a formal amendment to the Agreement is required, signed by both Parties.
- d. If the construction phase is not complete within two years from the completion of design, or if all phases of the project are not completed within three years from the date of the initial obligation of HURF Exchange funding, whichever is earlier, this Agreement will terminate and the Town will be required to repay all HURF Exchange advances and reimbursements received to date. The two year period will be calculated as two years from the date the close out letter for the design phase was received by ADOT. Termination under this section will be executed as follows:

 - (1) Thirty days prior to termination, the State will send a letter to the Town and ADOT Project Manager, indicating:

 - i. The close out package required in section III.3.n was not received by ADOT within two years of the completion of design or three years from the date of the initial obligation of HURF Exchange funding, whichever is earlier; and
 - ii. The steps necessary to avoid termination of this Agreement.
 - (2) If the close out package is not received by ADOT within 30 days of the date of the letter:

 - i. Any funding remaining on the Project will be de-obligated and returned to the respective COG/MPO for reprogramming on another Project;

- ii. No further invoices will be accepted from, and no additional payments will be made to, the Town for the Project; and
- iii. The Town must repay to ADOT all funds which have been previously paid by ADOT under this Agreement, including all current and previous phases.
- iv. The State will send an invoice to the Town for all HURF Exchange funding advanced or reimbursed for each phase of the Project with the due date by which such funds must be repaid to ADOT.
- e. Expenditures incurred prior to the date of authorization of the applicable phase are not eligible for HURF Exchange.
- f. The amount obligated for each Project phase will be adjusted to the Final Project Phase Amount.
- g. If there is no billing activity in AFIS for 180 days, the Town shall provide documentation which justifies the Project phase is still active to the State within 10 days of request. If the Town cannot demonstrate such justification, the Project phase will be de-obligated as follows:
 - (1) Thirty days prior to de-obligation, the State will send an email to the Town and ADOT Project Manager, providing notification of the funds available on the Project phase, number of days since the last billing activity in AFIS and the steps necessary to remove the Project phase from pending de-obligation status.
 - (2) If the Project phase is not closed or billing activity generated within 30 days of the date of the email, any remaining funding will be de-obligated and returned to the respective COG/MPO for reprogramming on another Project. No further invoices will be accepted from, and no additional payments will be made to, the Town for the applicable Project phase.
 - (3) Upon de-obligation of funds from the inactive Project phase, the ADOT Chief Financial Officer will send a letter to the Town with notification of the date of de-obligation, the treatment of the de-obligated funds and, if applicable, an invoice for any funding which must be repaid to ADOT or FHWA with the due date(s).
- h. All HURF Exchange submissions and invoices are to be submitted to the assigned ADOT PM.
- i. Any HURF Exchange funds de-obligated or released from Project phases will be returned to the applicable COG/MPO for reprogramming.

IV. MISCELLANEOUS PROVISIONS

1. The terms, conditions and provisions of this Agreement shall remain in full force and effect until all payments contemplated under the Agreement have been made, unless specifically otherwise contemplated in this Agreement.

2. This Agreement may be cancelled at any time prior to the exchange of any HURF funds and after 30 days written notice to the other Party. It is understood and agreed that, in the event the Town terminates this Agreement, the Town shall be responsible for all costs incurred by the State up to the time of termination. It is further understood and agreed that in the event the Town terminates this Agreement, HURF Exchange Program will no longer be available for use by the Town for this project.
3. The Town shall indemnify, defend, and hold harmless the State, any of its departments, agencies, officers or employees (collectively referred to in this paragraph as the "State") from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorneys' fees and/or litigation expenses (collectively referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Town, its employees, officers, directors, agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The Town's obligations under this paragraph shall not extend to any Claims to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the Town which may be legally imputed to the State by virtue of the State's ownership or possession of land. The Town's obligations under this paragraph shall survive the termination of this Agreement.
4. ADOT assumes no liability or financial responsibility for HURF Exchange Projects. The Town is solely responsible for complying with all applicable laws, rules and regulations, for any additional funding required to complete the Project and for any claims due to delays, change orders or any other circumstances.
5. The Town is required to retain all records related to a HURF Exchange Project for a period of five years after the date of the final payment of HURF Exchange funding from ADOT.
6. All HURF Exchange Projects are subject to audit. The State may refer Projects to the State Auditor General or ADOT's Internal Audit unit in cases of suspected misuse of HURF Exchange funding.
7. ADOT reserves the right to refuse to enter into further HURF Exchange transactions with the Town if the Town owes repayment of previous HURF Exchange funding or has misused HURF Exchange funds.
8. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.
9. The Parties shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.
10. This Agreement may be cancelled in accordance with Arizona Revised Statutes § 38-511.

11. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36. The Parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated in this Agreement by reference regarding "Non-Discrimination".
12. The Town acknowledges and will comply with Title VI of the Civil Rights Act of 1964.
13. **Non-Availability of Funds:** Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.
14. In the event of any controversy, which may arise out of this Agreement, the Parties agree to abide by arbitration as is set forth for public works contracts if required by Arizona Revised Statutes § 12-1518.
15. The Parties shall comply with the applicable requirements of Arizona Revised Statutes § 41-4401.
16. The Town must comply with all applicable anti-discrimination laws and regulations.
17. The Parties shall certify that all contractors comply with the applicable requirements of Arizona Revised Statutes §35-393.01.¹
18. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered in person or sent by mail, addressed as follows:

For Agreement Administration:

Arizona Department of Transportation
Joint Project Agreement Section
205 S. 17th Avenue, Mail Drop 637E
Phoenix, AZ 85007
JPABranch@azdot.gov

Town of Huachuca City
Attn: Mathew Williams
500 N. Gonzalez Blvd.
Huachuca City, AZ 85616
520.456-1354
mwilliams@huachucacityaz.gov

For Project Administration:

Arizona Department of Transportation
Local Public Agency Section

Town of Huachuca City
Attn: Mathew Williams

¹ In *Jordahl v. Brnovich et al.*, Case No. 3:17-cv-08263 (D. Ariz.), the U.S. District Court entered a preliminary injunction that enjoins the State from enforcing A.R.S. § 35-393.01(A) (the "Anti-Israel Boycott Provision"). That statute states that: "[a] public entity may not enter into a contract with a company to acquire or dispose of services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel." Unless and until the District Court's injunction in *Jordahl* is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. § 35-393.01(A)) is unenforceable and the State will take no action to enforce it.

205 S. 17th Avenue, Suite 291
Phoenix, AZ 85007
602.712.4173

500 N. Gonzalez Blvd.
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520.456-1354
mwilliams@huachucacityaz.gov

For Financial Administration:

Arizona Department of Transportation
Financial Management Services, Resource
Administration
205 S. 17th Avenue, Mail Drop 200B
Phoenix, AZ 85007

Town of Huachuca City
Attn: Mathew Williams
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19. In accordance with Arizona Revised Statutes § 11-952 (D), attached and incorporated in this Agreement is the written determination of each Party's legal counsel that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

TOWN OF HUACHUCA CITY

STATE OF ARIZONA

Department of Transportation

By _____
JOHANN R. WALLACE
Mayor

By _____
STEVE BOSCHEN, PE
Division Director

ATTEST:

By _____
MATHEW WILLIAMS
Town Clerk

ATTORNEY APPROVAL FORM FOR THE TOWN OF HUACHUCA CITY

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the TOWN OF HUACHUCA CITY, an agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes §§ 11-951 through 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the Town under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this _____ day of _____, 2019.

Town Attorney



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

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RESOLUTION NO. 2019-27

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM ["PSPRS"] FUNDING POLICY.

WHEREAS, HB2097, adopted in the 2018 Arizona Legislative Session, requires all governing bodies of entities participating in the PSPRS to establish a Pension Funding Policy and post that policy on the jurisdictions' websites; and

WHEREAS, the Town Manager has developed such a policy, attached hereto as Exhibit A, and incorporated herein by this reference; and

WHEREAS, the Town Council has reviewed the proposed policy, and finds that adopting it is in the best interests of the Town, its residents and public safety employees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City, Arizona, that the policy attached hereto as Exhibit A is hereby approved.

BE IT FURTHER RESOLVED that the Town Manager is hereby authorized and directed to implement the policy forthwith.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 8th DAY OF AUGUST, 2019.

ATTEST:

Johann Wallace, Mayor

Approved as to Form:

Janine Collins, Town Clerk

Thomas Benavidez, Town Attorney

[Exhibit A]

[PSPRS Funding Policy Must Be Attached]

Town of Huachuca City Public Safety Personnel Retirement System Pension Funding Policy

The intent of this policy is to clearly communicate the Council's pension funding objectives and its commitment to our employees and the sound financial management of the Town and to comply with new statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Town's police employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to comingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund

has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Town of Huachuca City has one trust fund for police employees.

Council formally accepts the assets, liabilities, and current funding ratio of the Town's PSPRS trust funds from the June 30, 2017 actuarial valuation, which are detailed below.

Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Huachuca City Police	798,151	1,171,867	306,677	74.1%
Huachuca City Fire				
Town of Huachuca City				
Totals	798,151	1,171,867	306,677	74.1%

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

The Council's PSPRS funding ratio goal is 100% (fully funded) by June 30, 2036.

Council established this goal for the following reasons:

- The PSPRS trust funds represent only the Town of Huachuca City's liability
- The fluctuating cost of an UAAL causes strain on the Town's budget, affecting our ability to provide services
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity

Council has taken the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – Council is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds. The estimated combined ARC for FY19 is \$79,309 (page A-2) and will be able to be paid from operating funds without diminishing Town services.
- Additional payments above the ARC
 - Town agrees to pay 17.3% annually to unfunded liability beginning with FY 2020-21. By paying 17.3% annually the unfunded liability will be zero by FY 2030-31.
 - Annually evaluate prior year budget compared to actual expenditures and made an excess payment of \$X on date. (see above)
- Dedicated revenue – N/A

Based on these actions the Council plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, 2017 Actuarial Valuation.



Town of Huachuca City

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ORDINANCE NO. 2019-15

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL" TO ADD PROVISIONS FOR ESTABLISHING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL BOARD IN TOWN CODE AND TO REFERENCE STATE STATUTORY REQUIREMENTS FOR PSPRS LOCAL BOARDS.

WHEREAS, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. section 9-240 (B) (28); and

WHEREAS, on March 30, 2011, the Town entered into a joinder agreement with the Board of Trustees of the PSPRS, pursuant to which, the Town's Police Department began participating in the PSPRS; and

WHEREAS, pursuant to A.R.S. section 38-847(A)(1), the Town must establish a Local Board to administer the PSPRS for the Town's members; and

WHEREAS, the Town Council has determined that it would be in the best interest of the Town to amend the Code to establish the PSPRS Local Board; and

WHEREAS, as required by the Code, section 2.25.40, this Ordinance was first read at a public meeting of the Town Council on August 8, 2019, and at a subsequent meeting on September 12, 2019.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

SECTION 1. The Code, Title 2, "ADMINISTRATION AND PERSONNEL" is amended by adding new Chapter 2.135 "PSPRS LOCAL BOARD," reading as follows:

Chapter 2.135 PSPRS LOCAL BOARD

2.135.010 Local Board.

Pursuant to A.R.S. section 38-847(A), the Town hereby establishes a Local Board to administer and implement the PSPRS for the Town's employee members. The Local Board shall be

composed as provided by A.R.S. section 38-847(A)(1), and shall operate as required by A.R.S. Title 38, Articles 4, 4.1 and 4.2.

SECTION 2. All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Ordinance, or any part hereof, are hereby repealed.

SECTION 3. If any section, subsection or portion of this Ordinance is for any reason held to be invalid or unenforceable by the decision of a court of competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

SECTION 4. The Town Clerk is hereby directed, pursuant to the Code, sections 2.255.80 and 2.25.90, to publish this Ordinance as required by A.R.S. 9-812 and 39-204.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF SEPTEMBER, 2019.

Johann Wallace, Mayor

ATTEST:

Janine Collins, Town Clerk

Approved as to Form:




















Thomas Benavidez, Town Attorney

It is important for the Town to establish a Record Retention Policy, which will provide for the retention and destruction of documents and other records maintained by the Town. Over-saving records and storing them for an unlimited period can create unnecessary problems which could easily be avoided. Records can be paper files, electronic documents, correspondence (including letters, faxes and emails) and data. A record retention policy helps establish a uniform rule across the organization as to how long something should be retained and also serves as a guide for when certain records can be destroyed. A good record retention policy can also reduce legal risks and discovery costs. Destroying documents in accordance with a reasonable record retention policy can help protect from legal risks.

Here are 7 reasons why every workplace should have a document retention policy from ShredIt.com

1. **EFFICIENCY:** A document retention policy as part of a comprehensive document management process will detail how to organize documents for storage, retrieval, and record-keeping. This will make locating and retrieving records much easier. Plus, the policy will flag the expiry date and how the document will be destroyed.
2. **COST SAVINGS:** There are costs related to maintaining unnecessary records. Employees waste time and money looking for documents, and there are storage costs for office space, filing cabinets, hard drives, and cloud storage.
3. **COMPLIANCE:** Failure to comply with state and federal privacy laws and destroying records before the end of a required retention period can result in penalties; also, records may be needed to defend other claims. Manage risk by using the legal department or counsel and trusted third parties to ensure company policies comply with current and new regulations.
4. **CULTURE OF SECURITY:** A comprehensive policy includes measures to ensure the security of records whether they're stored as hard copy or digital. Embedding these regulations so they are part of employee training and a standard workplace process will help strengthen a culture of security throughout the organization.
5. **ACCESS CONTROL:** A number of laws, such as the Health Insurance Portability and Accountability Act (HIPAA), contain specific provisions for who may access information and how it may be used. Generally, information should be made available only on a need-to-know basis.
6. **DE-CLUTTERING:** Too much clutter in the workplace can increase employee stress and reduce productivity. A data retention policy, in effect, gives permission to delete digital content and dispose of paper records. With electronic records, it is not uncommon to buy more storage instead of deleting unnecessary files. While digital file deletion will help to clean up the hard drive, it's important to note that deleted data can still be restored with special software. When hard drives are obsolete or broken down, have them physically destroyed to protect and guarantee all data is destroyed.
7. **DESTRUCTION:** Any records containing confidential, personal, or financial information should be securely shredded when they are no longer needed or when retention requirements expire. Partnering with a trustworthy document destruction company is recommended because it will provide a secure chain of custody for document destruction. This would include tamper-proof consoles for paper documents that are no longer needed and scheduled service for secure shredding by security-trained personnel. A Certificate of Destruction should be issued after every shred. Hard drive and e-media destruction services should also be provided.

General Retention Schedules

	Schedule Date	Schedule Number	Title
http://apps.azlibrary.gov/records/general_ra/GS-1018.pdf	11/27/2018	GS-1018(Rev2)	Administrative and Management Records
	10/18/2018	GS-1050	Academic Records
http://apps.azlibrary.gov/records/general_ra/GS-1050.pdf			
	09/13/2018	GS-1081	Attorney, Municipal Records
http://apps.azlibrary.gov/records/general_ra/GS-1081.pdf			
	10/24/2018	GS-1048	Audit Records
http://apps.azlibrary.gov/records/general_ra/GS-1048.pdf			
	10/18/2018	GS-1052	Bond Records
http://apps.azlibrary.gov/records/general_ra/GS-1052.pdf			
	10/18/2018	GS-1053	Building Safety and Inspection Records
http://apps.azlibrary.gov/records/general_ra/GS-1053.pdf			
	10/15/2018	GS-1033	Cemetery Records
http://apps.azlibrary.gov/records/general_ra/GS-1033.pdf			
	10/18/2018	GS-1054	State Convention and Cultural Exhibits and Visitors Bureau Records
http://apps.azlibrary.gov/records/general_ra/GS-1054.pdf			
	10/15/2018	GS-1016	Clerks Records
http://apps.azlibrary.gov/records/general_ra/GS-1016.pdf			
	10/24/2018	GS-1043	Clergy Records and Code of Conduct Records
http://apps.azlibrary.gov/records/general_ra/GS-1043.pdf			
	10/18/2018	GS-1036	Constable Records
http://apps.azlibrary.gov/records/general_ra/GS-1036.pdf			
	10/18/2018	GS-1055	Copy Center and Mail Room Records
http://apps.azlibrary.gov/records/general_ra/GS-1055.pdf			
	02/21/2019	GS-1048(Rev1)	Coroner / Medical Examiner Records
http://apps.azlibrary.gov/records/general_ra/GS-1048_R1.pdf			
	10/18/2018	GS-1056	County Attorney Records
http://apps.azlibrary.gov/records/general_ra/GS-1056.pdf			
	10/18/2018	GS-1004	Criminal History Record Information Records (For Non-Criminal Use)
http://apps.azlibrary.gov/records/general_ra/GS-1004.pdf			
	10/24/2018	GS-1042	Disability Services / Accessibility Records
http://apps.azlibrary.gov/records/general_ra/GS-1042.pdf			
	10/18/2018	GS-1057	Economic / Community Development Records
http://apps.azlibrary.gov/records/general_ra/GS-1057.pdf			
	10/18/2018	GS-1058	Election Records
http://apps.azlibrary.gov/records/general_ra/GS-1058.pdf			
	10/18/2018	GS-1026	Electronic Communications, Social Media and Website Records
http://apps.azlibrary.gov/records/general_ra/GS-1026.pdf			

 (http://apps.azlibrary.gov/records/general_rn/GS-1059.pdf)	10/16/2018	GS-1059	Emergency Services / Management Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1060.pdf)	10/16/2018	GS-1060	Environmental Quality / Health Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1028.pdf)	10/24/2018	GS-1028	Environmental Quality, Health, Management and Sustainability Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1034.pdf)	10/16/2018	GS-1034	Equipment Vehicle Services Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1023.pdf)	09/13/2018	GS-1023	Facilities and Grounds Management Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1017.pdf)	10/16/2018	GS-1017	Financial Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1024.pdf)	10/16/2018	GS-1024	Fire Fighting and Prevention Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1061.pdf)	10/16/2018	GS-1061	Flood Control Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1025.pdf)	10/16/2018	GS-1025	Food Service / Student Activities / Auxiliary Operations Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1022.pdf)	10/16/2018	GS-1022	Health and Medical Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1048.pdf)	01/07/2019	GS-1048	Higher Education
 (http://apps.azlibrary.gov/records/general_rn/GS-1062.pdf)	10/16/2018	GS-1062	Historic Preservation Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1063.pdf)	10/16/2018	GS-1063	Housing Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1006.pdf)	10/25/2018	GS-1006	Human Resources / Personnel Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1064.pdf)	09/13/2018	GS-1064	Information Technology (IT) Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1031.pdf)	10/16/2018	GS-1031	Law Enforcement Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1035.pdf)	10/22/2018	GS-1035	Library Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1021.pdf)	10/22/2018	GS-1021	Offials Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1044.pdf)	10/29/2018	GS-1044	Parks and Recreation Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1066.pdf)	10/22/2018	GS-1066	Planning and Zoning Records
 (http://apps.azlibrary.gov/records/general_rn/GS-1071.pdf)	09/13/2018	GS-1071	Public Office Records

 (http://apps.azlibrary.gov/records/general_ra/GS-1066.pdf)	09/13/2018	GS-1066	Public Information and Marketing Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1067.pdf)	09/12/2018	GS-1067	Public Fiduciary Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1003.pdf)	09/13/2018	GS-1003	Public Information and Marketing Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1068.pdf)	09/12/2018	GS-1068	Public Works - Streets (Transportation) Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1069.pdf)	09/13/2018	GS-1069	Public Works - Water & Sewer Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1032.pdf)	09/12/2018	GS-1032	Purchasing and Procurement Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1070.pdf)	09/12/2018	GS-1070	Recorder Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1038.pdf)	10/26/2018	GS-1038	Risk Management Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1029.pdf)	09/13/2018	GS-1029	Sales Tax Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1072.pdf)	09/13/2018	GS-1072	Short-Superintendent Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1073.pdf)	10/23/2018	GS-1073	Solid Waste and Recycling Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1074.pdf)	09/13/2018	GS-1074	Statistical Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1075.pdf)	10/23/2018	GS-1075	Transportation / Highways
 (http://apps.azlibrary.gov/records/general_ra/GS-1047.pdf)	10/23/2018	GS-1047	Treasurer Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1078.pdf)	10/23/2018	GS-1078	Warehouse / Supply Records



Town of Huachuca City

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ORDINANCE NO. 2019-14

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AMENDING THE TOWN CODE TITLE 2 "ADMINISTRATION AND PERSONNEL," CHAPTER 2.30 "OFFICERS IN GENERAL," CHAPTER 2.35 "OFFICERS," CHAPTER 2.55 "POLICE DEPARTMENT," AND CHAPTER 2.70 "ANIMAL CONTROL," TO CHANGE THE DUTIES OF THE POLICE CHIEF, TOWN MANAGER, TOWN CLERK, FINANCE CLERK AND TOWN COUNCIL; REMOVE PROVISIONS FOR K-9 OFFICERS; HAVE POLICE OFFICERS' AND ANIMAL CONTROL OFFICERS' PAY RATES ESTABLISHED BY THE TOWN MANAGER; AND AUTHORIZE THE TOWN MANAGER TO HIRE POLICE OFFICERS AND ANIMAL CONTROL OFFICERS BASED ON NEED AND BUDGET AVAILABILITY.

WHEREAS, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. 9-240 (B) (28) and Town Ordinance No. 15-02; and

WHEREAS, pursuant to A.R.S. section 9-303 and Ordinance No. 2016-014, the Town Council has established the office of town manager; and

WHEREAS, the Town Council wishes to amend the Code to change the duties of the police chief, town manager, town clerk, finance clerk and town council; remove provisions for k-9 officers; have police officers' and animal control officers' pay rates established by the town manager; and authorize the town manager to hire police officers and animal control officers based on need and budget availability; and

WHEREAS, as required by the Code, section 2.25.040, this Ordinance was first read at a public meeting of the Town Council on August 8, 2019, and at a subsequent meeting on September 12, 2019.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Huachuca City, as follows:

SECTION 1. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.30 "OFFICERS IN GENERAL," Section 2.30.020 "Treasurer and collector of taxes," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.30.020 Treasurer and collector of taxes.

The finance clerk shall act as treasurer, ~~and the marshal shall act as collector of taxes.~~

SECTION 2. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.35 "OFFICERS," Section 2.35.020 "Town marshal," is amended as follows, with deletions in ~~striketrough~~ and additions in underlined text, as follows:

2.35.020 Town marshal.

The marshal shall be the chief of police and shall ~~be collector of all taxes of the town;~~ provided, that the collection of such taxes may be administered by the clerk. He shall perform such duties as may be required of him by law and as the council may deem necessary.

SECTION 3. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.010 "Created - Composition," is amended as follows, with deletions in ~~striketrough~~ and additions in underlined text, as follows:

2.55.010 Created – Composition.

There is hereby created a police department for the town which shall consist of a chief of police who shall also serve as town marshal, and as many policemen as may from time to time be deemed necessary by the ~~council~~ town manager, based upon need and budget availability, for the safety and good order of the town.

SECTION 4. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.020 "Appointment of officers," is amended as follows, with deletions in ~~striketrough~~ and additions in underlined text, as follows:

2.55.020 Appointment of officers police chief.

The chief of police shall be appointed by the council and shall serve at the pleasure of the council. ~~The council shall appoint as many policemen as may from time to time be deemed necessary for the safety and good order of the town.~~

SECTION 5. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.030 "Compensation of officers," is amended as follows, with deletions in ~~striketrough~~ and additions in underlined text, as follows:

2.55.030 Compensation of officers.

The chief of police and the policemen of the town shall be compensated as determined by the ~~council~~ town manager. The chief of police shall not receive any perquisites,

commissions or compensations for his services as chief of police, or town marshal or tax collector, except as the ~~council~~ town manager may prescribe.

SECTION 6. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.080 "Canine officer pay policy," is repealed in its entirety and replaced to read as follows:

2.55.080 Repealed and reserved.

SECTION 7. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.70 "ANIMAL CONTROL DEPARTMENT," Section 2.70.020 "Members," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.70.020 Members.

Members of the department shall include the animal control officer and such deputies as may be authorized by the ~~mayer and common council~~ town manager based upon need and budget availability. The animal control officer shall report to the chief of police.

SECTION 8. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.70 "ANIMAL CONTROL DEPARTMENT," Section 2.70.030 "Salaries," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.70.030 Salaries.

Salaries of the members of the department shall be such sums as designated by the ~~mayer and common council~~ town manager.

SECTION 9. All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Ordinance, or any part hereof, are hereby repealed.

SECTION 10. If any section, subsection or portion of this Ordinance is for any reason held to be invalid or unenforceable by the decision of a court of competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

SECTION 11. The Town Clerk is hereby directed, pursuant to the Code, section 2.25.080, to publish this Ordinance as required by A.R.S. 9-812 and 39-204.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF SEPTEMBER, 2019.

[Signatures follow]

Johann Wallace, Mayor

ATTEST:

Janine Collins, Town Clerk

Approved as to Form:

Thomas Benavidez, Town Attorney

FILE A COMPLAINT WITH THE COMMUNITY POLICE ADVISORY REVIEW BOARD

PROCEDURES FOR REVIEW OF CITIZEN COMPLAINTS

Introduction

The Community Police Advisory Review Board was established by Mayor and Council by ordinance on March 24, 1997. A major goal of the Board is to promote public confidence in the fairness and integrity of the Tucson Police Department's investigation of citizen complaints by opening such investigations to public review and comment. The following are procedures for reviewing police investigations conducted in response to citizen complaints. These policies and procedures state how the Board will govern itself with respect to fulfilling its duties under the ordinance and in accordance with Tucson Code Section 10A-136.

Section 1 – Board Authority Related to Citizen Complaints

1.1. The Board is authorized to:

- 1.1.1. Refer citizens who wish to file complaints against the Tucson Police Department to the Office of Internal Affairs or to the Independent Police Auditor.
- 1.1.2. Review investigations conducted by the Office of Internal Affairs in response to citizen complaints.
- 1.1.3. Comment on the fairness and thoroughness of investigations conducted by the Office of Internal Affairs.
- 1.1.4. Request the Independent Police Auditor to monitor particular citizen complaints that have been filed with the Office of Internal Affairs.
- 1.1.5. Request a review of actions taken by the Independent Police Auditor on citizen complaints.
- 1.1.6. Provide comment and recommendations on the citizen complaint review process.
- 1.1.7. Provide comment and recommendations on Tucson Police Department policy, procedure, and practice.

1.2. The Board Is not authorized to:

- 1.2.1. Review or comment on the investigation of a citizen complaint where criminal charges are under investigation or pending until the case has reached a final disposition, except in those instances where the police department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint.**
- 1.2.2. Conduct any activity that could be construed as quasi-judicial review of police actions.**
- 1.2.3. Conduct independent investigations of citizen complaints.**
- 1.2.4. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal investigations.**
- 1.2.5. Disseminate records, investigations, or other information it has obtained from the Tucson Police Department.**

Section 2 – Complaint Referral

- 2.1. A citizen who has a complaint against the Tucson Police Department shall be referred to either the Office of Internal Affairs or to the Independent Police Auditor to initiate a complaint.**
- 2.2. The Board's Chair shall keep a log of the name, address, and telephone number of persons referred to the Office of Internal Affairs or to the Independent Police Auditor.**
- 2.3. Board members shall notify the Board, at its regular monthly meeting, when making referrals.**
- 2.4. When making referrals, Board members shall advise citizens of the Board's review process.**
- 2.5. Within thirty days of initial contact, the Board will inform the citizen of the Board's action.**

Section 3 – Case Review

- 3.1. The Board may review completed investigation of citizen complaints.**

- 3.2. Only the citizen who filed the original complaint may request review by the Board. If the citizen is a minor or lacks legal capacity, the parent or guardian may make the request.
- 3.3. The Board shall keep a record of all requests for review it receives.
- 3.4. The Board will gather the review request information by utilizing a standard form (Attachment 1).
- 3.5. Citizens shall be advised that the Board cannot review or comment on the investigation of their complaints if criminal charges are under investigation or pending except in those instances where the police department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint. In such cases, citizens shall be asked to contact the Board once their criminal charges are adjudicated.
 - 3.5.1 The Board shall ask the Tucson Police Department if the citizen requesting review by the Board has any pending criminal charges relating to the case.
- 3.6. The citizen may at any time withdraw his or her request for the Board's review. The Board may still at its discretion continue the review.
- 3.7. To review an investigation, the Board shall notify the Office of Internal Affairs that a copy of the completed investigation is needed by the Board.
- 3.8. The case shall be placed on the Board's agenda for purposes of discussion and entry of findings. The citizen shall be notified that the matter is on the agenda.
- 3.9. Board members shall not comment publicly on cases reviewed by the Board other than during Board meetings. Only the Chairperson, acting as spokesperson for the Board, may comment publicly on cases that have been reviewed by the Board.
- 3.10. At its discretion, the Board may review completed Tucson Police Department citizen complaint investigations whether or not requested by the citizen.

Section 4 – Board Findings

- 4.1. Upon completing its review, the Board shall, in writing (Attachment 2), enter one of the following findings:

- 4.1.1. The Tucson Police Department's investigation of the citizen complaint alleging officer misconduct was fair and thorough and the Board has no concerns about the investigation to report.
- 4.1.2. The Tucson Police Department's investigation of the citizen complaint alleging officer misconduct was fair and thorough, but the Board has the following concerns regarding the investigation:
_____.
- 4.1.3. The Tucson Police Department's investigation of the citizen complaint was unfair, incomplete, or both. Specifically, the Board finds: _____.
- 4.1.4. The Board cannot complete its review at this time due to insufficient information or other reason. The Board will continue to review this complaint at a later time. Information that is necessary to complete the review includes:
_____.
- 4.1.5. The Board may also offer additional relevant comments which may further clarify its findings.

Section 5 – Report of Findings In Individual Cases

- 5.1. Where the Board's review was conducted at the request of a citizen, the Board's findings shall be given to the citizen, Chief of Police, Office of Internal Affairs, Independent Police Auditor, City Manager, and Mayor and Council.
- 5.2. Where the Board's review was discretionary, the Board's findings shall be given to the Office of Internal Affairs and the Independent Police Auditor.

Section 6 – Annual Report by the Board

- 6.1. The Board shall file an annual report that may include the following information:
 - 6.1.1. Number of cases reviewed at the request of citizens.
 - 6.1.2. Number of complaints reviewed at the discretion of the Board.
 - 6.1.3. Trends and patterns observed.
 - 6.1.4. Comments and recommendations on how the Office of Internal Affairs and/or the Independent Police Auditor handle citizen complaints.
 - 6.1.5. Comments and recommendations on police department policy, practice and procedure.

Section 7 – Release of Records

- 7.1. Documents acquired from the police department will not be given to any member of the public and will be returned to the police department for disposal at the conclusion of the Board's review. Requests for public records shall be referred to the Tucson Police Department or the City Clerk's Office, as appropriate.

Section 8 – Conflict of Interest or Bias

- 8.1. A Board member who has a bias or other conflict of Interest shall not participate in the review of a case. Examples of bias or conflict of Interest include, but are not limited to:
 - 8.1.1. Familial relationship or close friendship with any of the individuals involved in the case or in the investigation of the complaint.
 - 8.1.2. Witnessing the events that led to the complaint.
 - 8.1.3. Holding a bias against a particular individual that is sufficient to impair one's impartiality.

